REPUBLIC OF KENYA

# MURANG'A COUNTY GOVERNMENT

## Department of Health & Sanitation

# COUNTY Referral Hospital

# *Job Descriptions Handbook*

*This publication is made possible by the support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of Government of Murang'a County and do not necessarily reflect the views of USAID or the United States Government.*

## FOREWORD

The Kenya Constitution 2010, provides the right to the highest attainable standard of health to every Kenyan and assigns a fundamental duty on the State to take legislative, policy and other measures, including setting standards to achieve progressive realization of the Rights set out under Article 43 of The Constitution of Kenya 2010.

Devolution of health services in Kenya has been characterized by myriads of challenges especially in the management of health workforce, specifically role conflict exacerbated by unclear organizational structure, maldistribution of health workforce - with rural areas being the worst hit- and weak performance management systems among others. To address these challenges the County Government of Murang'a, Department of Health Services, County Public Service Board and Office of the County Secretary came together and identified a team that drove the development process of the job descriptions for Murang'a County Health Management Team and Murang'a to completion.

I wish to thank all the stakeholders involved in the development of these job descriptions, including the County Health Department, County Public Service Board, Office of the County Secretary – HR Department and IntraHealth International's USAID funded Human Resources for Health(HRH) Capacity Bridge Project and its successor HRH Kenya Mechanism. The County Government of Murang'a through the, County Public Service Board, wishes to issue these job descriptions to the Department of Health towards better management of health workforce.

Titus K. Waithaka
**The Chair County Public Service Board**
**County Government of Murang'a**

# ACKNOWLEDGEMENTS

Murang'a County Health Department, the County Referral Hospital Board and Management wish to thank all those who contributed to the successful completion of the job descriptions handbook, . It is our hope all partners, stakeholders and health care workers will adapt and support the County Health Department and the Hospital in the utilization of the handbook in order to strengthen delivery of health care services.

We are grateful to various teams that contributed to the finalization of the job descriptions handbook, including the Murang'a County Health Management Team, County Referral Hospital Management Team, Sub-County Health Management Team and the Human Resources Management Team at the Human Resource Department - County Government of Murang'a.

Special thanks goes to the United States Agency for International Development (USAID), through the Human Resource for Health Capacity Bridge Project (HRH CBP) and its successor HRH Kenya Mechanism for providing the essential technical and financial support that made the development of this handbook possible.

The County Health Department wishes to sincerely thank all the stakeholders who contributed towards the successful completion of this document.

Joseph Mbai

**Chief Officer Health Murang'a County**

## ACRONYMS

| | |
|---|---|
| **ACSM** | Advocacy Communication and Socio Mobilization |
| **AIE** | Authority to Incur Expenditure |
| **CDH** | County Director of Health |
| **CEH** | County Executive for Health |
| **CHAB** | County Health Advisory Board |
| **CHMT** | County Health Management Team |
| **CO** | Chief Officer |
| **COHO** | Community Oral Health Officer |
| **COR** | Code of Regulations |
| **EPI** | Extended Programme of Immunization |
| **FIF** | Facility Improvement Fund |
| **HRH** | Human Resource for Health |
| **ICT** | Information Communication Technology |
| **IEC** | Information Education and Communication |
| **KMLTTB** | Kenya Medical Laboratory Technologists and Technicians Board |
| **KPI** | Key Performance Indicators |
| **M&E** | Monitoring and Evaluation |
| **NACC** | National AIDS Control Council |
| **NASCOP** | National AIDs STI Control Program |
| **NCK** | Nursing Council of Kenya |
| **RH** | Reproductive Health |
| **SOPs** | Standard Operating Procedures |

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# JOB DESCRIPTIONS MURANG'A COUNTY Referral Hospital

## Service standards

The County Referral Hospital has a Service Charter which has been cascaded to the Department level. The Hospital and Department Service Charters provide the minimum level of service that all staff working at County Referral Hospital is expected are adhere to.

## Working Conditions

The Job holder works in a normal hospital environment where there are limited physical discomforts due to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behavior. Also includes the ability to walk, stand, lift, push or sit for extended periods of time.

The Job holder is exposed to possible risk exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, thus established precautions should be followed. For example Perioperative Nurses works in shifts and on calls and during public holidays in an environment that exposes them to infection, needle pricks, and occupational hazards.

| **Job Title:** | **MEDICAL SUPERINTENDENT** | |
|---|---|---|
| **Department or Unit:** | Health services | |
| | Reports to: | Director of Health |
| | Supervises | Hospital Management Team |
| **Position summary** | General administration and management of the hospital on daily operations involving planning, human resource, financial aspects and patient care. | |

**Essential job functions and standards**

| **Key Result Area** | **Main Tasks** | **Performance Indicator # represents the number; % the percentage** |
|---|---|---|
| **1. Provision of all key services in the hospital** | Coordinate and monitor the provision of health services | ▪ # of departments or units with necessary and adequate medical equipment and tools<br>▪ # of specialized services provided in the hospital<br>▪ % reduction in length of stay<br>▪ # of new specialized services established<br>▪ % implementation of Service Charter<br>▪ # of HMT meetings held<br>▪ % increase in customer satisfaction |
| **2. Leadership and governance** | Ensure good corporate governance in the hospital | ▪ # of staff sensitized on Anti-Corruption policy<br>▪ % of staff compliant with Code of Conduct<br>▪ # of staff sensitized on Institutional Corruption Prevention<br>▪ # of staff sensitized on anti-corruption risk assessment<br>▪ # of anti-corruption cases dealt with |

| Job Title: | MEDICAL SUPERINTENDENT | |
|---|---|---|
| **3. Infrastructure development and maintenance** | Oversee the planning and development of new specialized units and maintenance of facilities | ▪ # of new equipment procured for improvement of services<br>▪ No of special services introduced<br>▪ # of new structures planned and developed |
| | Use of Information, Communication and Technology to enhance service delivery | ▪ % Improvement of staff to computer ratio<br>▪ % level of ICT integration<br>▪ # of staff trained in ICT<br>▪ # policies initiated from ICT generated data |
| **4. Strategic planning and annual work plans** | Participate in the development and implementation of a strategic plan which is linked to Vision 2030 and Health Sector goals | ▪ # of strategic plan meetings attended in the year<br>▪ % rate of strategic plan implementation |
| | Participate in development of Annual Work Plan and implementation | ▪ AWP meetings attended<br>▪ # of quarterly review meetings attended<br>▪ % implementation by the hospital |
| | Provide guidance in the development of departmental and individual staff work plans based on the hospital strategic plan | ▪ # of staff preparing individual work plans by 31st July<br>▪ % rate of departmental/individual work plan implementation |
| **5. Quality assurance** | Promote adherence to national health management quality assurance policy and guidelines | ▪ # of department applying standard operating procedures<br>▪ # of clinical audits conducted |
| **6. Human resource management and development** | Ensure effective human resource management and development in the hospital | ▪ Ratio of staff against Norms and standards<br>▪ % increase in staff satisfaction<br>▪ % increase in work climate perception<br>▪ # of staff achieving performance contract targets<br>▪ # of staff trained in specialized areas<br>▪ Training needs assessments in place for dept. |
| **7. Performance management** | Provide direction, guidance and counsel in ensuring achievement of Performance Contracts targets | ▪ # of staff submitting performance contract returns and updates on a timely basis<br>▪ # of staff achieving performance targets |
| | Ensure quarterly performance appraisals by all staff are conducted and documented | ▪ # of staff sensitized on performance appraisal<br>▪ # of departments undertaking quarterly performance appraisal reviews<br>▪ # of staff submitting annual performance appraisal end of July |

| Job Title: | MEDICAL SUPERINTENDENT | |
|---|---|---|
| **8. Financial management and sustainability** | Ensure effective supervision of FIF revenue collection in the hospital | ▪ % increase in FIF collection from the hospital<br>▪ # of clinics achieving collection targets |
| **9. Occupational safety and Security** | Ensure safety and security within the hospital | ▪ % adherence of occupational health and safety guidelines<br>▪ # of safety and security signage placed on strategic locations in the department<br>▪ Safety guidelines developed and in use<br>▪ Waste management protocol in place<br>▪ Disaster management plan developed and implemented |

| **Required Qualifications** | |
|---|---|
| **Academic and Professional Qualification** | ▪ MB ChB ,MD, BDS OR equivalent<br>▪ MMED, MPH, MSc (Health policy and management), MA (hospital management) MSc (Health services planning and management), MBA or Post Graduate diploma or Certificate in Management or a relevant Postgraduate Degree.<br>▪ Evidence of leadership and continuing professional development and training in Health management |
| **Experience** | ▪ Evidence of leadership and continuing professional development and training in Health management<br>▪ Experience of driving and implementing organizational change, in particular using new and innovative practices and technologies to improve services |
| **Required license and Certificate** | ▪ Registered and certified by the Medical Practitioners and Dentists Board |
| **Essential Skills and Competencies** | • Strategic planning and implementation<br>• Ability to work, lead and manage a multidisciplinary team<br>• Ability to create partnership<br>• Integrity |
| **Personal Attributes** | • Integrity<br>• Respect for National and Gender Diversity<br>• Meritocracy<br>• Fairness<br>• Confidentiality |
| **Authority and decision-making** | ▪ Provides policy direction<br>▪ Oversees service delivery, acquisition and efficient utilization of resources<br>▪ Hospital AIE holder<br>▪ Represents hospital in various forums<br>▪ Acts as the Secretary to the Hospital Management Board<br>▪ Chairs the hospital's finance and procurement committees<br>▪ Authorizes hospital annual work plans and targets plan<br>▪ Overseas procurement and disposal of assets according to the relevant Act |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Medical and other members of the health care team, directors and heads of departments** | To receive feedback and offer guidance | Clients: patients and patients' relatives | To receive guidance and provide routine reporting data and information |
| **Other departments** | To receive feedback and offer guidance | Partners and learning institutions | To collaborate |
| **Medical and other members of the health care team, directors and heads of departments** | To receive feedback and offer guidance | Clients: patients' relatives | To receive guidance and provide routine reporting data and information |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# HOSPITAL ADMINISTRATIVE OFFICER

| Job Title: | HOSPITAL ADMINISTRATIVE OFFICER | |
|---|---|---|
| Department or Unit: | Administration | |
| | Reports to: | Medical superintendent |
| | Supervises | Clerical officer, administrative assistants, Drivers, Bio Medical staff, Accountants , Artisan, , support staff and procurement staff |
| Position summary | To ensure effective and efficient provision of general administrative services (non-medical) in the hospital. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Infrastructure development and maintenance** | • Ensure protection, development and maintenance of hospital facilities<br>• Facilitate use of Information, Communication and Technology to enhance service delivery | ▪ % of hospital land secured against encroachment<br>▪ # of essential service areas with working equipment<br>▪ % of funds utilized on projects in applicable financial year<br>▪ % Improvement of staff/ computer ratio<br>▪ # of e-Government standards adopted and operationalized<br>▪ % level of ICT integration in the facility |
| 2. **Human resource management and development** | • Ensure effective human resource management and development<br>• Prepare monthly staff returns | ▪ % adherence of Human resource Management Policy<br>▪ % ratio of staff against Norms and standards<br>▪ % increase in staff satisfaction<br>▪ # of staff cadres with job descriptions<br>▪ Timely submission of staff returns |
| 3. **Performance management** | • Support performance management by providing guidelines and tools to staff<br>• Ensure quarterly performance appraisals by all staff are conducted ,documented and submitted | ▪ # of staff submitting completed quarterly and annual performance reports and achieving set performance targets<br>▪ # of departments undertaking quarterly performance appraisal reviews |

| Job Title: | HOSPITAL ADMINISTRATIVE OFFICER | |
|---|---|---|
| **4. Financial management and sustainability** | • Ensure effective financial management in accordance with Government financial and accounting procedures | ▪ % of FIF collected and banked on daily basis<br>▪ # of audit recommendations implemented |
| **5. Occupational Safety and Security** | • Ensure safety and security of employees and patients within the hospital premises in accordance with the disseminate Occupational Safety and Health guidelines to staff<br>• Ensures that a proper fire safety and disaster plan is in place | ▪ # of documented OSH procedures<br>▪ # of fire drills conducted<br>▪ # of new staff sensitized on OSH<br>▪ # of safety and security signage placed on strategic locations in the hospital |
| **6. Satisfaction surveys** | • Ensure employee and customer satisfaction surveys are conducted annually and the findings and recommendations<br>• implemented | ▪ # of employee and customer survey findings and recommendations implemented |
| **7. Quality assurance** | • Ensure that quality assurance systems are in place for monitoring service quality and for investigating incidents and complaints in the hospital<br>• Ensure that staff complies with the MOH quality assurance guidelines. | ▪ # of departments applying Standard Operating Procedures (SOPs)<br>▪ # of meetings held by Hospital Quality Improvement committee<br>▪ # of public complaints received |
| **8. Procurement** | • Providing oversight in the procurement function and endorsing procurement documents under delegated authority from the Chief Executive Officer | ▪ # of suppliers satisfied with hospital procurement procedures<br>▪ # of audit queries raised on hospital procurement practices |
| **9. Security for staff and patients** | • Protecting hospital land from encroachment and hospital property from burglary and pilferage.<br>• Ensuring deployment of security personnel to provide security and patrol the hospital and man gates at all times. | ▪ % proportion of hospital land demarcated and fenced<br>▪ % proportion of hospital facilities under 24 hours guard service |

| Job Title: | HOSPITAL ADMINISTRATIVE OFFICER | |
|---|---|---|
| 10. Management of finances and Budgeting | • Coordinate the preparation of the hospital annual operating plan and budget | ▪ # of departments submitting annual work plans and budget proposals in time |
| | • Ensure utilization of funds on planned activities is in accordance with the Authority to Incur Expenditure (AIE) and other financial regulations. | ▪ # of audit queries raised |
| 11. Management of development projects | • Coordinate prioritization of development projects based on their feasibility, sustainability, cost, benefit and impact | ▪ # of project proposals presented by various departments<br>▪ # of cost estimates obtained from the Office of the County Works Officer<br>▪ # of projects implemented |
| 12. Provision of utilities | • Ensure reliable provision and efficient utilization of electricity, water, gas and communication supplies to the hospital | ▪ # of reported cases of service interruption due to power outages and water shortages<br>▪ # of back up or alternative sources put in place |
| 13. Transport management | • Ensure proper utilization of Government transport in accordance with Section "K" of the Code of Regulations (COR) | ▪ # of instances government vehicles used for personal use<br>▪ % use of work tickets to monitor use of hospital motor vehicles |
| | • Ensure secure shed or parking areas for parking Government vehicles. | ▪ Ratio of available secure shed or parking areas to Government vehicles |
| | • Ensure routine maintenance of motor vehicles and cycles | ▪ Amount of fund allocated<br>▪ Amount of FIF used on motor vehicle maintenance<br>▪ # of break down days (vehicle out of use) per month<br>▪ # of motor vehicles disposed of in financial year<br>▪ Amount of fuel used on hospital vehicles per month |

| Job Title: | HOSPITAL ADMINISTRATIVE OFFICER | |
|---|---|---|
| **14. Estate management** | • Maintenance of buildings – non-residential<br>• Ensure timely repairs, rehabilitation or alterations to hospital buildings in consultation with the County Works Officer | ▪ # of meetings held with the County Works Officer<br>▪ # of works endorsed by the County Works Officer<br>▪ Amount of funding from FIF and GOK for maintenance of buildings |
| | • Compound upkeep<br>• Ensure that the hospital compound is well maintained | ▪ Amount of funding from FIF and GOK allocation<br>▪ # of services outsourced |
| **15. Records and Information management** | • Ensure that the hospital registry is functional at all times<br>• All administrative correspondence to and from the hospital are properly filed in the administration files.<br>• All correspondence or information about individual members of staff is filed in their respective personnel files. | ▪ # of staff satisfied with internal communication |
| **16. Funeral home services** | • Ensure efficient management and provision of Funeral Home Services.<br>• Ensure that the mortuary is clean and free from foul smell at all times.<br>• Ensuring that mortuary coolers and fridges are maintained in good condition<br>• Ensure that all due revenue is realized from mortuary services rendered. | ▪ # of staff assigned to mortuary duties<br>▪ Amount of revenue collected per month<br>▪ % # of clients satisfied with services<br>▪ Feedback from Public Health Officers, Pathologists and other internal staff |
| **17. Professional development** | • Undertake requisite professional development activities | ▪ # of CPD activities undertaken and participated in by self and staff |
| **18. Reports** | • Prepare and submit monthly or quarterly reports to the Medical Superintendent | ▪ # of reports submitted on a timely basis |
| **19. Secretarial support to management committees** | Act as Secretary to the following Committees<br>▪ EEC<br>▪ HMT<br>▪ Disciplinary committee<br>▪ Housing Committee | ▪ # of meetings held<br>▪ Minutes documented and circulated in time to inform action, decision making and performance |

| Job Title: | HOSPITAL ADMINISTRATIVE OFFICER |
|---|---|
| **Required Qualifications** | |
| Academic and Professional Qualification | ▪ Degree from a recognized institution of higher learning. A Master's Degree in Business Administration will be an added advantage |
| Experience | ▪ Three years' experience in a Management position preferably in a health sector |
| **Essential Skills and Competencies** | ▪ Knowledge in planning, coordinating, controlling, and directing public hospital administrative support services and functions<br>▪ Knowledge and experience in management of Public Health facilities and Human Resource<br>▪ Excellent written and verbal communication skills.<br>▪ Ability to coordinate functions and achieve synergy<br>▪ Ability to organize and manage workload, work under pressure to meet tight deadlines.<br>▪ Excellent problem-solving skills<br>▪ Computer skills<br>▪ Evidence of leadership and continuing professional development and training in Health Management<br>▪ Minimum three years' experience as a Senior Health Administrative Officer in a high volume hospital<br>▪ Demonstrated professional competence in the management of health services in a high volume hospital |
| **Essential Personal attributes** | • Integrity<br>• Respect for National and Gender Diversity<br>• Meritocracy<br>• Fairness<br>• Confidentiality |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **All heads of departments** | • For consultation and support on administrative issues | County heads Development partners Suppliers | To provide key hospital information |
| **Staff** | • To provide updated HR and administrative information | | |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# MEDICAL CONSULTANT OR SPECIALIST

| Job Title: | MEDICAL CONSULTANT OR SPECIALIST | |
|---|---|---|
| Department and Unit: | Surgery, Renal, Pediatrics, Obstetrics. Gynecology, Medicine, ENT, Ophthalmology, Psychiatry | |
| | Reports to | Medical Superintendent |
| | Supervises | Medical officers and medical officer interns in the department |
| Position summary | • To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury using specialized testing, diagnostic, medical, surgical, physical and psychological techniques.<br>• Supervise the implementation of care and treatment plans by other medical personnel and conduct medical education and research activities | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **On-call duties on patient care** | • Respond to all calls of duty by the Medical Officer on duty, whether emergency or otherwise<br>• Physically review all patients and instruct in writing all recommendations<br>• Conduct ward rounds, theatres and clinics<br>• Observe timeliness in service delivery at all times | ▪ % adherence to duty roster<br>▪ # of ward rounds undertaken per week |
| 2. **Teaching ward rounds and theatre work** | • Conduct teaching ward rounds with interns and students rotating in the clinical area<br>• Conduct regular weekly clinics<br>• Conduct theatre duties | ▪ # of teaching ward rounds undertaken per month<br>▪ # of surgical procedures recorded in theatre books<br>▪ # of patients seen<br>▪ # of clinical days per week |
| 3. **Medical legal duties** | • Perform postmortems (PMs), fill PM forms, attend to court cases (Applicable to pathologists & psychiatrist)<br>• Undertake medical examinations and certify physical fitness | ▪ # of PMs conducted in a month<br>▪ # of court cases attended in a month<br>▪ # of examinations conducted in a month |

| Job Title: | MEDICAL CONSULTANT OR SPECIALIST | |
|---|---|---|
| **4. Provision of Health Education** | • Provide education for prevention of disease and promotion of health<br>• Participate in outreach health activities | ▪ # of activities participated in a month<br>▪ # of outreach health activities participated in a month |
| **5. Work planning, performance management and professional development** | • Prepare and implement annual work plan based on department work plan<br>• Appraise the Medical Officers and Medical Interns under their supervision<br>• Undertake requisite professional development activities | ▪ # of planned activities implemented on a monthly basis<br>▪ # of appraisals conducted on a timely basis in each quarter<br>▪ # of CPD activities undertaken participated in |

| **Required Qualifications** | |
|---|---|
| **Academic and Professional Qualification** | ▪ Bachelor of Medicine and Bachelor of Surgery (MBchB), or equivalentMaster's degree in area of specialization<br>▪ Registered by the Medical Practitioners and Dentist Board |
| **Experience** | ▪ Demonstrable skills and experience in the various clinical areas |
| **Essential Skills and Competencies** | ▪ The analytical ability necessary to evaluate and determine health status of patient and implement proper care plan<br>▪ Interpersonal skills necessary to interview, teach and counsel patients; instruct health care personnel on procedures and treatment<br>▪ Ability to analyze and evaluate patient history, physical examination findings and laboratory values, and make preliminary diagnosis of patients for review by physician<br>▪ Ability to design and conduct operations research, analyze and utilize research findings in planning activities to improve service delivery |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Participate in the development of procedures for the department<br>▪ Makes decisions regarding work processes based on establishment guidelines<br>▪ Prioritizes and organizes work to meet changing conditions |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **All medical staff** | • To offer consultation on patient treatment and care.<br>• To collaborate with other cadres of staff | • Clients | • To provide clinical care, guidance and counseling and disease prevention |
| **Medical Superintendent** | • To consult and contribute to health service improvement and planning | • Visiting students and consultants | • To provide training, exchange, share medical knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# MEDICAL OFFICER

| Job Title: | MEDICAL OFFICER | |
|---|---|---|
| Department or Unit: | (Surgery, Renal, Pediatrics, Oncology, Obstetrics and Gynecology, Medicine, ICU) | |
| | Reports to: | Head of Department |
| | Supervises | Medical officer interns, clinical officer interns and clinical students |
| Position summary | To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury; supervise the implementation of care and treatment plans by other medical personnel, and conduct medical education and research activities. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Duties on patient care activities | • Respond to all calls of duty by the intern doctor or nurse-on duty, whether emergency or otherwise, as quickly as possible.<br>• Physically review all patients and instruct, in writing, all recommendations.<br>• Assist the consultant in all the wards, theatres and clinics.<br>• Observe timeliness in service delivery at all times. | ▪ % adherence to duty roster<br>▪ # of ward rounds undertaken per week<br>▪ # of patients seen in the clinics<br>▪ # of surgeries done in the respective department<br>▪ # of procedures done |
| 2. Minor teaching, ward rounds and theatre work | • Conduct teaching ward rounds and supervising the interns and students rotating in the clinical area whenever the specialist is not there or as assigned by the consultant.<br>• Undertake certain specified emergency surgeries, minor or major, under supervision of the consultant doctor | ▪ # of teaching ward rounds undertaken per month<br>▪ # of surgical procedures recorded in Theatre Books<br>▪ # of entries made on patients files |
| 3. Medical legal duties | • Fill medical legal examination documents<br>• Perform Post mortems (PMs) and duly fill autopsy forms<br>• Filling of Death Certificates<br>• Undertake medical examinations and certify physical fitness<br>• Attend to court cases | ▪ # of medical legal documents completed in a month<br>▪ # of PMs conducted in a month<br>▪ # of Death Certificates filled per month<br>▪ # of examinations conducted in a month<br>▪ # of court cases attended in a month<br>▪ # of medico legal documents completed in a month |

| Job Title: | MEDICAL OFFICER | |
|---|---|---|
| **4. Provision of health education** | • Provide education for prevention of disease and health promotional activities<br>• Participate in outreach health activities | ▪ # of activities participated in a month<br>▪ # of outreach health activities participated in, in a month |
| **5. Work planning, performance management and professional development** | • Prepare and implement annual work plan based on department work plan. | ▪ # of planned activities implemented on a quarterly basis |
| **Required Qualifications** | | |
| **Education (Minimum level of education)** | ▪ Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B) from a university recognized by the Kenya Medical Board | |
| **Essential Skills and Knowledge** | ▪ A comprehensive understanding of clinical and surgical procedures, patient care procedures, medical protocols and testing procedures<br>▪ Knowledge of medical terminology, Anatomy, Physiology, Chemistry, Psychology, Pharmacology, Clinical Medicine, Radiology, Microbiology and Pathology | |
| | ▪ The analytical ability necessary to evaluate and determine health status of patient and implement proper care plan<br>▪ Interpersonal skills necessary to interview, teach and counsel patients; instruct health care personnel on procedures and treatment<br>▪ Ability to analyze and evaluate patient history, physical examination findings and laboratory values, and make preliminary diagnosis of patients for review by physician | |
| **Personal Attributes** | ▪ Integrity<br>▪ Respect for National' and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Required license certificate** | ▪ Registered by the Medical Practitioners' and Dentists Board | |
| **Work experience** | ▪ One year of Internship in a government approved health facility | |
| **Machines, tools, and equipment** | ▪ General Medical instruments and appliances<br>▪ Basic knowledge in computer applications and other general office equipment | |

| Job Title: | MEDICAL OFFICER |
|---|---|
| **Authority and decision-making** | ▪ Participates in the development of procedures for the department.<br>▪ Makes decisions regarding work processes based on established guidelines.<br>▪ Prioritizes and organizes work to meet changing conditions. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other medical staff** | To consult on patient treatment and care; To collaborate with other cadres of staff | Clients | To provide clinical care, guidance and counseling and disease prevention |
| | | Visiting students and consultants | To provide training, exchange, share medical knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# MEDICAL INTERN

| Job Title: | MEDICAL INTERN | |
|---|---|---|
| Department or Unit: | Surgery, Pediatrics, Obstetrics and Gynecology, Medicine | |
| | Reports to | Consultant in respective departments |
| | Supervises | None |
| Position summary | To provide treatment under supervision of specialists and consultants in various disciplines of medical care including; but not limited to Internal Medicine, Psychiatry, Pediatrics, Obstetrics and Gynecology, General Surgery, Orthopedics, ENT Surgery and Ophthalmology | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **1. Diagnosis, care and treatment of patients** | • Clerk, examine, investigate, care and monitor treatment of disease conditions for both outpatients an inpatients in the various disciplines<br>• Respond to all calls of duty, whether emergency or otherwise<br>• Observe timeliness in service delivery at all times<br>• Provide counseling to both patients and their relatives if need arises<br>• Attend all clinical meetings<br>• Identify and report, in collaboration with the nursing team, the status of medicines, medical equipment | ▪ % adherence to duty roster<br>▪ # of major ward rounds, theatre days and clinical meetings attended<br>▪ # of surgical procedures recorded in logbook<br>▪ # of patients seen in clinics |
| **2. Medicines, Medical equipment** | Identify and report, in collaboration with the nursing team, the status of medicines, medical equipment | ▪ # of entries in medicines, medical equipment and instruments register entered by self |
| **3. Provision of health education** | Provide education for prevention of disease and promotion of health.<br>Participate in at least one outreach health activity. | ▪ # of activities participated in a month<br>#o of outreach health activities participated in |
| **4. Work planning, performance management and professional development** | • Prepare and implement annual work plan based on department work plan<br>• Using ones job description and work plan, to continually appraise oneself and rectify any shortcomings or suggest necessary assistance<br>• Undertake requisite professional development activities | ▪ # of planned activities implemented on a monthly basis<br>▪ # of appraisals conducted on a timely basis in each quarter<br>▪ # of CPD activities undertaken/ participated in |

| Job Title: | MEDICAL INTERN |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | ▪ Bachelor of Medicine and Bachelor of Surgery |
| **Experience and Knowledge** | ▪ A comprehensive understanding of clinical and or surgical procedures, patient care procedures, medical protocols and testing procedures<br>▪ Knowledge of medical terminology, anatomy, physiology, chemistry, psychology, pharmacology, clinical medicine, radiology, microbiology and pathology |
| **Essential Skills and Competencies** | ▪ The analytical ability necessary to evaluate and determine health status of patient and implement proper care plan<br>▪ Interpersonal skills necessary to interview, teach and counsel patients; instruct health care personnel on procedures and treatment<br>▪ Ability to analyze and evaluate patient history, physical examination findings and laboratory values, and make preliminary diagnosis of patients for review by physician |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Participate in the development of procedures for the department<br>▪ Makes decisions regarding work processes based on establishment guidelines<br>▪ Prioritizes and organizes work to meet changing conditions |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other staff medical staff** | To consult on patient treatment and care<br>To collaborate with other cadres of staff | Clients | To provide clinical care, guidance and counseling and disease prevention |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# DENTAL OFFICER

| Job Title: | DENTAL OFFICER | |
|---|---|---|
| Department and Unit: | Dental Department | |
| | Report to | Dental officer in charge |
| | Supervise | Dental officer intern and students |
| Position summary | Dental officer shall offer comprehensive dental services to patients attending the dental clinic in the hospital. Will also be responsible for supervising students and interns in the department. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| Curative services | Attend to patients attending the dental clinic for different dental services | ▪ Number of dental patients attended in the clinic. |
| Prevention and promotion services | • Offer dental preventive services to dental patients<br>• Give oral health education to patients attending the dental clinic | ▪ Number of patients who have had fluoride application done<br>▪ Number of patients who have had fissure and pit sealants done<br>▪ Number of microteaching sessions held in the dental department<br>▪ Number of BCC materials distributed<br>▪ Number of IEC materials distributed |
| Offer rehabilitative dental health services | Assess the need and offer rehabilitative dental health services | ▪ Number of prosthetics delivered<br>▪ Number of orthodontic appliances delivered |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Holder of a Bachelor Degree in dental sciences<br>▪ Registration the medical practitioners and dentist board |
| Experience | ▪ One year internship |
| Essential Skills and Competencies | ▪ Ability to perform general dental health procedures |
| Essential Personal attributes | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| Authority and decision-making | ▪ Make treatment plan for patients |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Client** | • Management of presenting ailment | Relatives | Explain the treatment decisions and outcomes |
| **Staff** | • As part of the team managing the patient<br>• During departmental meetings | | |
| **Supervisor** | • Consultation and seek approval<br>• Appraisal | | |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....
.

# DENTAL TECHNOLOGIST

| Job Title: | DENTAL TECHNOLOGIST | |
|---|---|---|
| Department and Unit: | Dental Department | |
| | Reporting to | Dental Officer In Charge |
| | Supervises | Dental technologist student and intern |
| Position summary | The dental technologist shall fabricate requested dental prosthesis and appliances | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **Dental supportive devices** | • Conduct evaluation and assessment of clients to determine their needs<br>• Assist and advice in the pre-surgical planning and post- surgical management of patients requiring dental services<br>• Measure patients to design and fit dental devices<br>• Make, fit, test, and adjust devices as necessary<br>• Instruct patients on how to use and care for their devices<br>• Apply, adjust and remove dental casts and braces<br>• Repair or service patient devices<br>• Conduct regular evaluation of clients to assess progress and response to therapy and revise treatment programme where necessary to achieve goals<br>• Educate clients and their families about what to expect during treatment and rehabilitation and how best to cope with the situation<br>• Ensure accurate client records<br>• Ensure accurate and timely client billing | ▪ # of clients placed on a treatment programme<br>▪ # of devices fitted<br>▪ # of clients completing treatment programme<br>▪ # of client and family sessions conducted<br>▪ # of client and family sessions conducted |
| **Administrative** | • Participate in the development of departmental work plan and budget based on the hospital strategic plan<br>• Prepare individual annual work plan based on department work plan.<br>• Ensure availability and safe custody of prosthetic materials and equipment<br>• Ensure equipment is maintained in serviceable condition at all times<br>• Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance.<br>• Participate in departmental meetings.<br>• Undertake requisite professional development activities.<br>• Prepare and submit monthly quarterly reports | ▪ # of planned activities implemented on a monthly basis<br>▪ # no stock-out<br>▪ # of equipment in working and serviceable condition<br>▪ # of appraisals conducted on a timely basis in each quarter<br>▪ # of departmental meetings attended<br>▪ # of committee meetings attended<br>▪ # of CPD activities undertaken and participated in<br>▪ # of reports submitted on a timely basis |

| Job Title: | DENTAL TECHNOLOGIST | |
|---|---|---|
| **Quality assurance, safety and security** | Ensure application of approved standards for Dental Technology services | ▪ # of documented procedures |
| **Training and research** | • Induct, supervise, train interns in the department<br>• Undertake research, provide support to hospital staff and external researchers undertaking research | ▪ # of students completing internships<br>▪ # of research projects<br>▪ undertaken and participated in |
| **Rehabilitative oral health services** | Fabrication of prosthesis and appliances as requested by the clinician | ▪ Number of prosthetics delivered<br>▪ Number of orthodontic appliances delivered |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Holder of a Diploma or degree in dental technology from a recognized institution<br>▪ Registration the dental technologist board | |
| **Experience** | ▪ One year internship | |
| **Essential Skills and Competencies** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Essential Personal attributes** | ▪ Should have good interpersonal skills<br>▪ Good conflict solving skills | |
| **Authority and decision-making** | ▪ Make treatment plan for patient<br>▪ Prepare outreach programs | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| | | Relatives | Explain the treatment decisions and outcomes |
| **Staff** | • As part of the team managing the patient<br>• During departmental meetings | | |
| **Supervisor** | • Consultation and seek approval<br>• Appraisal | | |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# COMMUNITY ORAL HEALTH OFFICER

| Job Title: | COMMUNITY ORAL HEALTH OFFICER | |
|---|---|---|
| Department or Unit: | Dental Department | |
| | Report to | Dental officer in charge |
| | Supervise | COHO students and interns |
| Position summary | The community oral health officer shall perform dental services to patients attending the dental clinic in the hospital and carry out dental outreach activities within the county | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| Curative services | • Attend to patients attending the dental clinic for simple dental procedures | ▪ Number of dental patients attended in the clinic by the COHO |
| Prevention and promotion services | • Offer dental preventive services to dental patients attending the dental clinic<br>• •Offer outreach dental health services in the community<br>• Offer outreach dental health services in the community<br>• Give oral health education to patients attending the dental clinic | ▪ Number of patients who have had fluoride application done<br>▪ Number of patients who have had fissure and pit sealants done<br>▪ Number of outreaches performed and with attached reports<br>▪ Number of microteaching sessions held in the dental department<br>▪ Number of BCC materials distributed<br>▪ Number of IEC materials distributed |
| Offer rehabilitative dental health services | Assess the need and offer rehabilitative dental health services | ▪ Number of prosthetics delivered<br>▪ Number of orthodontic appliances delivered |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Holder of a Diploma or Degree in Community Oral Health from a recognized institution<br>▪ Registration by the Community Oral Health Board |
| Experience | ▪ One year internship |
| Essential Skills and Competencies | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| Essential Personal attributes | ▪ Should have good interpersonal skills<br>▪ Good conflict solving skills |
| Authority and decision-making | ▪ Make treatment plan for patient<br>▪ Prepare outreach programs |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Client** | Management of presenting ailment | Relatives | Explain the treatment decisions and outcomes |
| **Staff** | • As part of the team managing the patient<br>• During departmental meetings | | |
| **Supervisor** | Consultation and seek approval<br>Appraisal | | |

## Acknowledgement approval

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Name of supervisor.....Signature.....Date.....

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Name .....Signature.....Date.....

# PHARMACIST IN-CHARGE

| Job Title: | PHARMACIST IN-CHARGE | |
|---|---|---|
| Department and Unit: | Pharmacy | |
| | Report to | Medical Superintendent |
| | Supervises | All pharmacy staff and pharmaceutical technologists in the hospital |
| Position summary | Ensure compliance with all regulations, guidelines and standards for pharmaceutical service; collection, analysis and transmission of pharmaceutical related data and information to county health administration services and coordinate the planning, budgeting, procurement, distribution, evaluation, storage and use of drugs and pharmaceutical facilities at the hospital | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Management of Pharmaceutical Services. | • Overall management of the Pharmacy department.<br>• Attending and participating in all hospital management committees.<br>• Implementing committee decisions pertaining to pharmaceutical issues.<br>• Supervise and appraise the pharmaceutical staff.<br>• Custody of illicit Narcotic and Psychotropic medicines.<br>• Prepare work schedules and assignments for the pharmacy staff (duty rosters) | ▪ Monthly reports of departmental activities in the prescribed format, Copies of departmental work schedules and assignments<br>▪ Copies of Minutes of the Committees.<br>▪ Reports of implementations of committee decisions.<br>▪ Report of the pharmaceutical staff appraisal.<br>▪ Up to date register of licit Narcotic and Psychotropic medicines.<br>▪ Copies of departmental work schedules and assignments |
| 2. Training and mentoring. | Teach and mentor the other pharmaceutical staff.<br><br>On the job transfer of skills. | ▪ Copies of training sessions presentations<br>▪ Logs of on the job training sessions |
| 3. Management of Pharmaceutical Supplies | Timely preparation and submission of orders for pharmaceuticals.<br>• Check the quality of pharmaceuticals at the time of receipt and take appropriate action in case of quality concerns.<br>• Supervision of pharmaceutical stores management. | ▪ Copies of orders for pharmaceuticals.<br>▪ Commodity receiving committee reports.<br>▪ Up to date records in the pharmaceutical store. |

| Job Title: | PHARMACIST IN-CHARGE |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | ▪ Bachelor of Pharmacy Degree recognized by the authorized institution for licensing pharmacy practitioners in Kenya.<br>▪ Attended a management course from a recognized institution. |
| **Experience** | ▪ Served in the grade of Pharmacist for a minimum period of three (3) years. |
| **Essential Skills and Competencies** | ▪ Demonstrated ability, initiative and professional competence in organizing, directing and executing work at this level as reflected in work performance and results.<br>▪ Skill to carry out situational analysis, way options and select the most appropriate and feasible. |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Appoint duties in different service area in the pharmacy department. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **HMT** | To coordinate pharmaceutical services. | Clients | Offer pharmaceutical services. |
| **Students** | Training and mentorship. | | |

## Acknowledgement approval

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Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# PHARMACIST

| Job Title: | PHARMACIST | |
|---|---|---|
| Department or Unit: | PHARMACY | |
| | Reports to | Pharmacists in Charge |
| | Supervises | |
| Position summary | To assist in the provision of basic pharmaceutical services | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Clinical services | • Dispensing of medicines according to Good Dispensing Practices and counseling patients on use of medicines.<br>• Participate in ward rounds – monitoring medicine use, interactions and adverse drug reactions<br>• Making of extemporaneous preparations<br>• Monitoring medicine safety, quality and medication errors (Pharmacovigilance)<br>• Providing drug information services | ▪ Proper dispensing records and registers completed and available<br>▪ Weekly report of activities undertaken during ward rounds<br>▪ Entries into the extemporaneous preparations register<br>▪ Completed Pharmacovigilance reporting tools<br>▪ Weekly records of drug information services provided |
| 2. Maintaining medicine inventory | • Ordering, receiving, storage and issuing of pharmaceuticals.<br>• Making entries into the relevant inventory management records and registers.<br>• Identify and quarantine unserviceable pharmaceutical supplies. | ▪ Up to date and accurate entries in the appropriate registers<br>▪ Up to date and accurate entries in the appropriate registers<br>▪ No unserviceable products among the stock for use |
| 3. Provision of health education | • Conduct health education on topical issues to patients<br>• Make presentations on Medicine Use topics at CME fora<br>• Advising on the rational use of medicines | ▪ Report of the health education activities undertaken<br>▪ Report of the health education activities undertaken<br>▪ Copies of presentations made during the CMEs<br>▪ Copies of presentations made during the CMEs |
| 4. Outreach Services | • Assisting in the supervision of pharmaceutical services at lower level health facilities<br>• Participate in Primary Health Care and Community level activities | ▪ Reports of Supervisory visits undertaken<br>▪ Report of all activities performed |

| Job Title: | PHARMACIST | |
|---|---|---|
| 5. Operation Research | Collect and collate data on all aspects of medicine use | ▪ Reports of observed areas of interest or concern requiring research |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Degree in bachelor of pharmacy from a recognized institution<br>▪ Certificate of Registration as a Pharmacist in Kenya | |
| **Experience** | ▪ Served as a Pharmacist Intern for at least one year and been confirmed in appointment | |
| **Essential Skills and Competencies** | ▪ Computer literacy<br>▪ Communication skills | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | Ability to give medication accordingly. | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Other healthcare professionals.** | Give comprehensive health services. | Clients | Offer pharmaceutical services. |

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Name of supervisor.....Signature.....Date.....

### Job holder acknowledgement

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Name .....Signature.....Date.....

# PHARMACEUTICAL SPECIALIST

| Job Title: | PHARMACEUTICAL SPECIALIST | |
|---|---|---|
| Department or Unit: | PHARMACY | |
| | Reports to | Pharmacy interns |
| | Supervises | |
| Position summary | • The Pharmaceutical specialist will provide specialist pharmaceutical services such as clinical management, logistics, regulation, drug therapy monitoring; toxicology; medicines misuse counseling.<br>• They will also train and mentor the other pharmaceutical staff. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Provision of specialist pharmaceutical services** | Provide consultancy services in areas of specialization | ▪ Monthly reports of specialist services provided. |
| | Conduct operational research. Participate in all major ward rounds. | ▪ Published results of operational research.<br>▪ Number of successful pharmacy initiated intervention. |
| 2. **Training and mentoring** | Teach and mentor pharmaceutical staff and other healthcare professionals. | ▪ Number of reports on training and mentoring conducted. |

**Required Qualifications**

| | |
|---|---|
| **Academic and Professional Qualification** | ▪ Have obtained, at least, a Master's Degree in any of the recognized pharmacy specialties from any university or institution recognized in Kenya. |
| **Experience** | ▪ Preferably one year in area of specialization. |
| **Essential Skills and Competencies** | ▪ Skill to carry out situational analysis, way options and select the most appropriate and feasible. |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | Make appropriate specialized intervention. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Other healthcare professionals.** | Provide consultation on specialized pharmaceutical service. | Clients | Provide specialized pharmaceutical service. |

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Name .....Signature.....Date.....

# PHARMACEUTICAL TECHNOLOGIST

| Job Title: | PHARMACEUTICAL TECHNOLOGIST | |
|---|---|---|
| Department or Unit: | Pharmacy. | |
| | Reports to | Pharmacist-In-Charge |
| | Supervises | |
| Position summary | • Dispensing of drugs, medicines and counseling patients on drug usage in a unit pharmacy.<br>• To supervise and coordinate pharmaceutical services in a Dispensary and health center.<br>• Specific duties and responsibilities will involve management and administration of Pharmaceutical services in such a health facility. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Provision of Pharmaceutical Services. | • Receiving, interpreting, and processing of prescriptions.<br>• To ensure proper management of the Pharmaceutical Supplies.<br>• Counseling patients on drug usage.<br>• Pre-pack, repack and write instructions on the label.<br>• Recording prescriptions in a unit pharmacy<br>• Maintain register of drugs showing amount of drugs out and entries countersigned by immediate supervisor daily.<br>• Do stocks take of drugs and medicine devices on monthly basis. | ▪ Number of prescription processed.<br>▪ Number of expired, damaged pharmaceutical commodities<br>▪ Number of counseled patients<br>▪ Number of properly packed and labeled drugs<br>▪ Up to dated properly filled prescription register<br>▪ Up to date and properly filled register<br>▪ Up to date stock records |
| 2. Training and mentoring. | To train and mentor junior colleagues, students and interns. | ▪ Number of trainings undertaken<br>▪ Number of students trained |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Diploma in Pharmacy awarded by the Kenya Medical Training College or from any other recognized and approved institution.<br>▪ A registration certificate on enrollment as a pharmaceutical technologist by the Pharmacy and Poisons Board (PPB) as per provision of Pharmacy and Poisons Act (Cap244) |

| Job Title: | PHARMACEUTICAL TECHNOLOGIST |
|---|---|
| **Experience** | ▪ Preferably one year experience. |
| **Essential Skills and Competencies.** | ▪ Demonstrated ability, initiative and professional competence in organizing, directing and executing work at this level as reflected in work performance and results. |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Dispensing of drugs, medicines and counseling patients on drug usage in a unit pharmacy. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Pharmacist In-charge and other healthcare professionals.** | Consultation on provision of pharmaceutical services. | Client | Provision of pharmaceutical service. |

## Acknowledgement approval

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Name .....Signature.....Date.....

# HOSPITAL NURSING OFFICER INCHARGE

| Job title: | HOSPITAL NURSING OFFICER INCHARGE | |
|---|---|---|
| Department or unit: | Nursing | |
| | Reports to | Medical superintendent |
| | Supervises | All unit in charges and ward in charges |
| Position summary | To manage nursing services in the hospital through effective leadership and management skills that contributes to the achievement of institutional objectives and formation of linkages between nursing disciplines and other disciplines within the health sector and the community | |

**Essential job functions and standards**

| Key result area | Main tasks | Performance indicator |
|---|---|---|
| 1. **Quality nursing services** | • Supervision of nursing services in the hospital<br>• To coordinate the referral and linkage systems | ▪ Number of departmental supervisions done<br>▪ Client exit surveys<br>▪ Number of patents referred |
| 2. **Quality assurance in the hospital** | • To organize for quality audit of nursing services<br>• To ensure standard operating procedures, guidelines and protocols are in place<br>• To ensure infection prevention and control practices are in place, ensures waste is handled according to the standards<br>• To plan and participate in operational research | ▪ The number of audits carried out<br>▪ Number of adhered to standard operating procedures , guidelines and protocols (nursing council procedure manuals)in place<br>▪ Infection prevention committee meetings and list of attendance<br>▪ Number of IPC guidelines in various departments<br>▪ Number of operational researches done |
| 3. **Capacity building, career development and training and mentorship of students** | • Carry out training needs assessment<br>• To organize and plan for CMES<br>• To appraise staff for promotion and further studies<br>• To plan for student mentorship programs<br>• To plan for training of nurses | ▪ Training needs documents<br>▪ Number of CMES conducted and attendance list.<br>▪ CMES coordinator<br>▪ Number of appraisal forms filled<br>▪ Appointed as student mentor<br>▪ Student placement schedule<br>▪ Training programs |

| | | |
|---|---|---|
| **4. A member of County Health Management Team and Hospital Management Committee** | To advice the county health management team and hospital management committee on all matters related to nursing services | ▪ Minutes of CHMT and HMT meetings attended<br>▪ Minutes of the CHMT meeting |
| **5. Ensure adherence and implementation of nursing code of ethics** | Dissemination of nursing code of ethics<br><br>Handling of incidences | ▪ Number of dissemination meetings<br>▪ Minutes of dissemination meetings<br>▪ Number of cases reported and resolved |
| **6. Organizing planning and directing nursing activities in the hospital** | • Day to day running of nursing services in the hospital<br>• Participating in the budget making process for the hospital and for the department of nursing.<br>• Forecasting and quantification of commodities in the hospital<br>• Forecasting and quantification of equipment and other accessories<br>• Inventory management for office equipment<br>• Participates as a member of hospital feeding committee<br>• Planning and organizing periodic meetings | ▪ Duty Rota for all the units<br>▪ work schedule<br>▪ The daily reports and action taken<br>▪ Minutes of budget meetings<br>▪ Order refill<br>▪ commodity nurse deployed<br>▪ Number of commodity supervision rounds<br>▪ Up to date inventory register<br>▪ Minutes of feeding committee,<br>▪ Minutes of periodic meeting. |
| **7. Rationalization of nursing staff** | • Deployment according to service need and skills<br>• Orientation for the new staff | ▪ Duty Rota<br>▪ Change-overs<br>▪ Orientation program |
| **8. Leadership and governance** | Participate in the hospital management team and executive expenditure committee | ▪ Minutes of meetings attended |
| **Required qualifications** | | |
| **Academic and professional qualification** | ▪ Bachelor's Degree in Nursing.<br>▪ Master's Degree is an added advantage)<br>▪ Registration certificate from the Nursing Council of Kenya<br>▪ Valid practicing license from Nursing Council of Kenya | |
| **Experience** | ▪ At least five years' experience and having served as a nursing officer in a busy hospital, private or nongovernmental organization | |

| | |
|---|---|
| **Essential skills and competencies** | ▪ Nursing and midwifery skills<br>▪ Management and leadership skills<br>▪ Planning and evaluation of nursing and health services.<br>▪ Strong organizational and interpersonal skills<br>▪ Ability to determine appropriate course of action in more -complex situation<br>▪ Ability to work independently<br>▪ Being innovative and maintaining positive attitude<br>▪ Ability to maintain confidentiality of all medical, financial, legal information and other matters of national importance<br>▪ Ability to complete work assignment accurately and timely<br>▪ Must have good communication skills<br>▪ Ability to handle difficulty situations in a professional manner<br>▪ Basic computer skills<br>▪ Good analytical skills |
| **Essential personal attributes** | ▪ Integrity<br>▪ Respect for national and gender diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Ability to make decisions in consultations with medical superintendent |

## Relationships

| Internal customers | | External customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educate, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# REGISTERED OPHTHALMIC NURSE

| Job title: | REGISTERED OPHTHALMIC NURSE | |
|---|---|---|
| Department or unit: | Nursing | |
| | Reports to | Ophthalmologist |
| | Supervises | Support staff in the unit |
| Position summary | To provide and manage skilled and safe emergency and non- emergency eye care services in specialized eye care centres to include preventive, promotive, curative and rehabilitative eye care services | |

**Essential job functions and standards**

| Key result area | Main tasks | Performance indicator |
|---|---|---|
| 1. **Diagnosis of minor eye ailments** | • Taking visual acuity<br>• Doing eye examination<br>• History taking<br>• Auto and subjective Refraction<br>• Tonometry | ▪ Number of clients examined and attended |
| 2. **Primary eye care services** | • Planning and organizing for outreach services in consultation with the ophthalmologist | ▪ Number of outreach and mobile eye care services provided within the county |
| 3. **Training mentoring and capacity building on eye care management** | • On job training<br>• Conducting CMEs<br>• Instructing and mentoring students<br>• Planning for scientific conferences. Meeting and ophthalmic workshops<br>• Establishing ophthalmic resource centres | ▪ Number of staff trained on job<br>▪ Number of CMEs conducted<br>▪ Number of students mentored<br>▪ Number of timely feedback reports<br>▪ Resource centres in place |
| 4. **Care of ophthalmic equipment and instruments** | Maintaining the inventory. | ▪ A copy of updated inventory. |
| 5. **Coordinate specialized eye care centres and units.** | To ensure delivery of efficient eye services | ▪ Client exit survey |

| Job title: | REGISTERED OPHTHALMIC NURSE | |
|---|---|---|
| 6. Commodity management | • Quantification and forecasting of commodities | ▪ Order refill forms |
| 7. Leadership and governance | • To participate in the HMT , EEC meetings | ▪ Minutes of meetings attended |
| **Required qualifications** | | |
| **Academic and professional qualification** | ▪ Diploma in Kenya registered nursing from a recognized training institution.<br>▪ Higher diploma in registered ophthalmic nursing<br>▪ Valid practicing license from nursing council of Kenya<br>▪ Basic computer skills | |
| **Experience** | ▪ None | |
| **Essential skills and competencies** | ▪ Ability to guide patients with low vision<br>▪ Ability to follow SOPs and set guidelines<br>▪ Ability to administer and document client medications as per the prescription using various routes<br>▪ Assessment of clients eye health needs<br>▪ Ability to counsel clients<br>▪ Ability to exercise ophthalmic theatre skills<br>▪ Ability to offer emergency eye care<br>▪ Taking of visual acuity<br>▪ Ability to provide quality eye care nursing according to the set standards<br>▪ Ability to note and report any change of condition of the client and report to ophthalmologist<br>▪ Ability to work independently without close supervision<br>▪ Effective communicator<br>▪ Open to new knowledge<br>▪ Patient advocate<br>▪ Managerial skills<br>▪ Follow-up | |
| **Essential personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Makes decisions both independent and through consultation | |

## Relationships

| Internal customers | | External customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

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Name of supervisor.....Signature.....Date.....

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Name .....Signature.....Date.....

# REGISTERED NURSE (UNIT INCHARGE)

| Job title: | REGISTERED NURSE (UNIT INCHARGE) | |
|---|---|---|
| Department or unit: | Nursing | |
| | Reports to | Nursing officer in charge |
| | Supervises | Nursing Staff in the unit |
| Position summary | To supervise and monitor safe and effective nursing care of patients though nursing process and provide effective leadership and management skills that contributes to the achievement of unit objectives | |

**Essential job functions and standards**

| Key result area | Main tasks | Performance indicator |
|---|---|---|
| 1. **Quality nursing services** | • Supervises application of nursing process in patient management and care at the unit level<br>• Ensures that the standard operation procedures and guidelines are in place in the unit<br>• Supervises the units to ensure general cleanliness of the wards and entire environment<br>• Supervises the units to ensure proper waste management<br>• Supervises the units to ensure hand washing practice is adhered to | ▪ Carded and nursing care plans<br>▪ Available and adhered to guidelines on IPC, statement protocols in the unit<br>▪ Daily supervision register<br>▪ Colour coded bins and health care waste protocols properly displayed<br>▪ Availability of running water and soap, hand sanitizers |
| 2. **Management of the unit** | • Participates and contributes for the general good of the unit as the unit in charge through holding periodic meetings<br>• Plans for audits of nursing services in the unit<br>• Attends the HMT meetings as the unit in charge, sometimes on delegated authority<br>• Resolution of minor disputes within the unit | ▪ Minutes feedback meetings<br>▪ Audit reports<br>▪ Minutes of the meeting<br>▪ Number of cases resolved |

| Job title: | REGISTERED NURSE (UNIT INCHARGE) | |
|---|---|---|
| **3. Capacity building** | • Organizes for on job training and mentorship<br>• Coordinates CME attendance in the unit<br>• Supervises and mentors students in the unit<br>• Participates in operational research | ▪ Number of staff who have undergone OJT<br>▪ CME attendance schedule<br>▪ Student rotation list and student mentored<br>▪ Number of operational researches |
| **4. Care of critically ill patient** | Over sees the emergency preparedness within the unit. | ▪ Availability of complete emergency trays that are well updated with a checklist and drugs |
| **Required qualifications** | | |
| **Academic and professional qualification** | ▪ Degree in Nursing/ or Diploma in Kenya Registered Community Health Nursing from a recognized training institution.<br>▪ Registration certificate from the Nursing Council of Kenya<br>▪ Valid practicing license from nursing council of Kenya<br>▪ Basic computer skills | |
| **Experience** | ▪ At least three years' experience | |
| **Essential skills and competencies** | ▪ Good team player<br>▪ Ability to provide quality nursing care according to the set standards<br>▪ Ability to work independently without close supervision<br>▪ Ability to communicate effectively with staff and clients<br>▪ Supervisory and managerial skills<br>▪ Good analytical skills<br>▪ Conflict resolution skills | |
| **Essential personal attributes** | ▪ Integrity<br>▪ Respect for national gender diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Makes decisions through consultation and collaboration | |

## Relationships

| Internal customers | | External customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| • **Staff to staff**<br>• **Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients or patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# REGISTERED NURSE IN CHARGE OF THE WARD

| Job title: | REGISTERED NURSE IN CHARGE OF THE WARD | |
|---|---|---|
| Department or unit: | Nursing | |
| | Reports to | Unit in charge |
| | Supervises | All nursing staff in the ward |
| Position summary | To promote and monitor safe and effective nursing care of patients though nursing process and provide effective leadership and management skills that contributes to the delivery of departmental objectives | |

**Essential job functions and standards**

| Key result area | Main tasks | Performance indicator |
|---|---|---|
| 1. Quality nursing services | • Application of nursing process in patient management and care.<br>• Adhering to the set standard operation procedures and guidelines<br>• Ensure general cleanliness of the ward and entire environment<br>• To ensure proper waste management<br>• Ensure hand washing practice is adhered to<br>• Proper nursing care of the patients | ▪ Well filled nursing cardex and nursing care plans<br>▪ Available and adhered to guidelines on IPC, statement protocols<br>▪ Displayed work plan for the all the staff<br>▪ Colour coded bins and health care waste protocols properly displayed<br>▪ Availability of running water and soap, hand sanitizers<br>▪ 4 hourly turning charts for the unconscious patients<br>▪ well documented feeding charts<br>▪ Well recorded observation charts<br>▪ No reported cases of decubitus ulcers to patients on our care |
| 2. Care of critically ill patient | • Feeding through nasal gastric tubes<br>• Turning of the critically patients every four hourly<br>• Vital observations and recording | ▪ Number of patients developing decubitus ulcers under our care |
| 3. Timely and complete documentation | Compilation of daily and monthly reports<br>Proper documentation for improved data quality | ▪ Number of reports submitted<br>▪ Improved quality of data |
| 4. Effective referral of emergency and non- emergency cases | Follows the standard operating procedures on referral | ▪ Number of clients referred using the SOPs |

| | | |
|---|---|---|
| **5. Management of the ward** | • Coordination of day to day of nursing activities<br>• Coordinates the daily review of patients<br>• Participation in the budget making process of the ward requirement<br>• Forecasting and quantification of commodities<br>• Ordering of equipment and supplies<br>• Inventory management<br>• Physical count and verification of commodities and equipment.<br>• Participates and contributes for the general good of the organization as a member of the hospital management team<br>• Auditing of nursing services in the ward<br>• Identifies the needy patients requiring waiver and liaises with the social worker | ▪ Task allocation register<br>▪ Duty Rota<br>▪ Ward round books<br>▪ Doctors call list<br>▪ Approved budget estimates<br>▪ Order refill<br>▪ S11<br>▪ Up to date inventory register<br>▪ Minutes of the HMT<br>▪ Audit reports<br>▪ Waiver register in the ward |
| **6. Capacity building** | • Offering on job training and mentorship<br>• Coordinates CME attendance<br>• Supervises and mentors students in the ward | ▪ Number of staff who have undergone OJT<br>▪ CME attendance schedule<br>▪ Student rotation list and allocation book |
| **Required qualifications** | | |
| **Academic and professional qualification** | ▪ Form four certificate with a c plain<br>▪ Diploma in Kenya registered community health nursing from a recognized training institution.<br>▪ Registration certificate from the nursing council of Kenya<br>▪ Valid practicing license from nursing council of Kenya<br>▪ Certificate in computer application skills from a recognized institution | |
| **Experience** | ▪ At least three years' experience | |

| | |
|---|---|
| **Essential skills and competencies** | ▪ Observing aseptic technique during procedures<br>▪ Ability to administer and document client medications as per the prescription using various route<br>▪ Assessment of clients health needs<br>▪ Counseling of clients on identified health and social economic needs<br>▪ Ability to offer emergency care<br>▪ Ability to provide quality nursing care according to the set standards<br>▪ Ability to follow instructions and accept direction required by other key players in the system of care.<br>▪ Ability to note and report any change of condition of the client and report to the relevant officer on duty.<br>▪ Ability to work independently without close supervision<br>▪ Ability to communicate effectively with staff and clients<br>▪ Supervision and managerial skills<br>▪ Good analytical skills<br>▪ Conflict resolution skills |
| **Essential personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Makes decisions through consultation |

## Relationships

| Internal customers | | External customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge and consoling |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# ENROLLED NURSE

| Job title: | ENROLLED NURSE | |
|---|---|---|
| Department and unit: | Nursing | |
| | Reports to | Ward in charge |
| | Supervises | All staff in the dispensary |
| Position summary | To provide holistic preventive, promotive, curative rehabilitative and palliative care services using the nursing process to meet the health needs of the clients and patients under supervision of a senior nurse | |

**Essential job functions and standards**

| Key result area | Main tasks | Performance indicator |
|---|---|---|
| 1. **Quality nursing services** | • Application of nursing process in patient management and care.<br>• Adhering to the set standard operation procedures and guidelines | ▪ Nursing care plans, cardex well documented<br>▪ Number of nosocomial infections reported<br>▪ Number of occupational<br>▪ Injuries reported |
| 2. **Improvement of immunization coverage** | • Maintenance of cold chain<br>• Timely ordering of vaccines and related commodities<br>• Ensure timely reports<br>• Administration of the vaccines to the clients | ▪ # of potent vaccines<br>▪ # of days with vaccines stock out and other commodity stock outs<br>▪ # of timely reports<br>▪ # of clients immunized |
| 3. **Improved maternal neonatal child health care** | • To offer focused antenatal care<br>• Increased skilled deliveries<br>• Increased uptake of f/p services<br>• Management of minor childhood illnesses<br>• Health promotion<br>• Provision of prevention of mother to child services | ▪ Number of mothers who have completed four antenatal visits<br>▪ Number of deliveries conducted by a skilled birth attendant<br>▪ Number of women using contraceptives<br>▪ Number of children treated for minor illnesses<br>▪ Number of health messages given periodically<br>▪ Number of HIV exposed children testing HIV negative at 18 months |

| | | |
|---|---|---|
| **4. Prevention and screening of communicable and non-communicable diseases** | • Offering HIV testing services.<br>• Screening for tuberculosis.<br>• Screening for cancer of the cervix and breast cancer<br>• Screening for diabetes and hypertension | ▪ # of clients tested for HIV and linked into care<br>▪ # of clients screened and treated or referred for TB<br>▪ # of clients tested using via or villi and number of breast exams done<br>▪ # of clients screened for diabetes and blood pressure monitored |
| **5. Care of critically ill patient** | • Feeding through nasal gastric tubes<br>• Turning of the critically patients 4 hourly<br>• Vital observations and recording | ▪ Number of patients developing decubitus ulcers under our care |
| **6. Monitoring and evaluation nursing services** | • Compilation of reports on the identified indicators<br>• Proper documentation for improved data quality | ▪ # of reports submitted<br>▪ Improved quality of data |
| **7. Effective referral of emergency and non-emergency cases** | • -following the standard operation procedures on referral | ▪ # of clients referred using the sops |
| **Required qualifications** | | |
| **Academic and professional qualification** | ▪ Certificate in Kenya enrolled nursing from a recognized training institution.<br>▪ Enrollment certificate from the nursing council of Kenya<br>▪ Valid practicing license from nursing council of Kenya<br>▪ Certificate in computer application skills from a recognized institution | |
| **Experience** | Xxxx | |
| **Essential skills and competencies** | ▪ Integrity<br>▪ Respect for National and Gender DiversityMeritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Makes decisions through consultation | |

## Relationships

| Internal customers | | External customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

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Name .....Signature.....Date.....

# REGISTERED NURSE III

| Job title: | REGISTERED NURSE III | |
|---|---|---|
| Department and unit: | Nursing | |
| | Reports to : | Ward in-charge |
| | Supervises | The unit nurse managers and other nursing staff |
| Position summary | To provide holistic preventive, promotive, curative rehabilitative and palliative care services using the nursing process to meet the health needs of the clients and patients under supervision of a senior nurse | |

**Essential job functions and standards**

| Key result area | Main tasks | Performance indicator |
|---|---|---|
| **1. Quality nursing services** | • Application of nursing process in-patient management and care.<br>• Adhering to the set standard operation procedures and guidelines | ▪ Nursing care plans, cardex well documented<br>▪ # of nosocomial infections reported<br>▪ # of occupational<br>▪ Injuries reported |
| **2. Improvement of immunization coverage** | • Maintenance of cold chain<br>• Timely ordering of vaccines and related commodities<br>• Ensure timely reports<br>• Administration of the vaccines to the clients | ▪ # of potent vaccines<br>▪ # of days with vaccines stock out and other commodity stock outs<br>▪ # of timely reports<br>▪ # of clients immunized |
| **3. Improved maternal neonatal child health care** | • To offer focused antenatal care<br>• Increased skilled deliveries.<br>• Increased uptake family planning services<br>• Management of minor childhood illnesses<br>• Health promotion<br>• Provision of prevention of mother to child services | ▪ Number of mothers who have completed four antenatal visits<br>▪ Number of deliveries conducted by a skilled birth attendant<br>▪ Number of women using contraceptives<br>▪ Number of children treated for minor illnesses<br>▪ Number of health messages given periodically<br>▪ Number of HIV exposed children testing HIV negative at 18 months |
| **4. Prevention and screening of communicable and non-communicable diseases** | • Offering HIV testing services<br>• Screening for tuberculosis<br>• Screening for cancer of the cervix and breast cancer<br>• Screening for diabetes and hypertension | ▪ # of clients tested for HIV and linked into care<br>▪ # of clients screened, treated and referred for TB<br>▪ # of clients tested using via villi and number of breast exams done<br>▪ # of clients screened for diabetes and blood pressure monitored |
| **5. Care of critically ill patient** | • Feeding through nasal gastric tubes<br>• Turning of the critically patients every two hours<br>• Vital observations and recording | ▪ Number of patients developing decubitus ulcers under our care |

| Job title: | REGISTERED NURSE III | |
|---|---|---|
| 6. Monitoring and evaluation nursing services | Compilation of reports identified indicators<br>• Proper documentation for improved data quality | ▪ # of reports submitted<br>▪ Improved quality of data |
| 7. Effective referral of emergency and non- emergency cases | • Following the standard operation procedures on referral | ▪ # of clients referred using the sops |
| **Required qualifications** | | |
| **Academic and professional qualification** | ▪ Form four certificate with a c plain<br>▪ Diploma in Kenya registered nursing from a recognized training institution.<br>▪ Registration certificate from the nursing council of Kenya<br>▪ Valid practicing license from nursing council of Kenya<br>▪ Certificate in computer application skills from a recognized institution | |
| **Experience** | ▪ 0-1year in clinical nursing and management experience | |
| **Essential skills and competencies** | ▪ Observing aseptic technique during procedures<br>▪ Ability to administer and document client medications as per the prescription using various routes<br>▪ Insertion of IUCDs and hormonal implants<br>▪ Assessment of clients health needs<br>▪ Counseling of clients on identified health and social economic needs<br>▪ Conducting deliveries<br>▪ Repair of episiotomies<br>▪ Ability to offer emergency care<br>▪ Taking of vital signs<br>▪ Ability to provide quality nursing care according to the set standards<br>▪ Ability to follow instructions and accept direction required by other key players in the system of care.<br>▪ Ability to note and report any change of condition of the client and report to the relevant officer on duty.<br>▪ Ability to work independently without close supervision<br>▪ Ability to communicate effectively with staff and clients | |
| **Essential personal attributes** | ▪ Ability to display empathy<br>▪ Good personal grooming<br>▪ Maintain integrity of the profession and its practice<br>▪ Knowledgeable<br>▪ Responsible and accountable for individual nursing practice<br>▪ Good interpersonal skills<br>▪ Show support and respect for team spirit and members<br>▪ Effective communication skills<br>▪ Ability to show initiative, discretion and judgment in carrying out assigned duties<br>▪ Strong self-motivation and committed to nursing values or ethics and adopt to new changes | |
| **Authority & decision-making** | ▪ Makes decisions through consultation | |

## Relationships

| Internal customers | | External customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

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Name .....Signature.....Date.....

# PERIOPERATIVE NURSING (THEATRE NURSING)

| Job Title: | PERIOPERATIVE NURSING (THEATRE NURSING) | |
|---|---|---|
| Department and Unit: | Nursing | |
| | Reports to | Unit Manager |
| | Supervises | Other nursing staff, theatre nurses, student nurses and support staff |
| Position summary | Provision of skilled critical care nursing of patients in intensive care unit and high dependent unit | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. To ensure infection prevention and control is maintained in ICU | • To provide sterile equipment and consumables in ICU<br>• To provide facilities<br>• For hand hygiene<br>• To ensure proper waste management<br>• To ensure aseptic technique is practiced in ICU | ▪ Number of sets of sterile equipment and consumables ordered<br>▪ Soap, running water, hand washing guidelines<br>▪ Colour coded bins, bin liners, safety boxes, protective gear<br>▪ Number of sterile surgical sets,<br>▪ Changing gowns and boots available for all the people entering ICU |
| 2. To ensure safety of all patients | • To ensure proper identification of patients through names, in-patient number and bed number<br>• To ensure machines are functional, and the oxygen is continuously available<br>• To maintain up to date resuscitation set/tray<br>• To ensure quality documentation<br>• To conduct operational research to inform quality improvement | ▪ Number of ICU beds with rails<br>▪ Number of functional ICU machines and uninterrupted oxygen supply<br>▪ Available resuscitation tray<br>▪ Well documented patient notes and other documents |
| 3. Coordination and management of theatre services | • Making duty Rota and allocation of tasks<br>• Planning for specific theatre days for surgeries<br>• Ordering of commodities and equipment<br>• Collaboration with other departments e.g. maintenance for repair of equipment<br>• Plans and prepares budget for theatre needs<br>• Attends HMT meetings | ▪ Operational and functional machines<br>▪ Documents in theatre<br>▪ Number of researches done<br>▪ Duty Rota and allocation book<br>▪ Theatre operation schedule<br>▪ S11 and inventory<br>▪ Incidence and repair report book<br>▪ Available budget plans<br>▪ Minutes of HMT Schedule<br>▪ Invitation letters and budgets |

| Job Title: | PERIOPERATIVE NURSING (THEATRE NURSING) | |
|---|---|---|
| 4. Capacity building and student mentorship | • Plan for on job training<br>• Participates in theatre conferences<br>• Trains and mentors students on perioperative nursing | ▪ Student duty Rota and allocations |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Form four certificate with a c minus<br>▪ Diploma in registered community health nursing.<br>▪ A higher diploma in theatre nursing from a recognized institution<br>▪ registered by nursing council of Kenya<br>▪ Valid practicing license from nursing council of Kenya<br>▪ Certificate in computer application skills from a recognized institution | |
| **Experience** | ▪ Three years' clinical nursing and management experience | |
| **Essential Skills and Competencies** | ▪ Observing aseptic technique during procedures<br>▪ Theatre<br>▪ Resuscitation of patients<br>▪ Basic knowledge in anesthesia<br>▪ Setting of theatre instrument and scrub up procedure<br>▪ Good analytical skills<br>▪ Good communication and interpersonal skills<br>▪ Good judgment skills<br>▪ Ability to work independently without close supervision | |
| **Essential Personal attributes** | ▪ Ability to display empathy<br>▪ Good personal grooming<br>▪ Maintaining integrity of the profession and its practice<br>▪ Knowledgeable<br>▪ Responsible and accountable for individual nursing practice<br>▪ Good interpersonal skills<br>▪ Show support and respect for team spirit and members<br>▪ Effective communication skills<br>▪ Ability to show initiative, discretion and judgment in carrying out assigned duties<br>▪ Strong self- motivation and committed to nursing values or ethics and adopt to new changes | |
| **Authority and decision-making** | ▪ Makes decisions through consultation | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

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Name .....Signature.....Date.....

# RENAL NURSE

| Job Title: | RENAL NURSE | |
|---|---|---|
| Department and Unit: | Nursing | |
| | Report to : | Ward in-charge & work closely with Unit nurse manager and the nurse in-charge |
| | Supervises | |
| Position summary | Provision of skilled theatre practice during operation and to ensure safe provision of instruments, swabs , sutures and other supplies | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. To ensure infection prevention and control is maintained in theatre | • To provide scrubs<br>• To provide facilities for hand scrubbing<br>• To ensure proper waste management<br>• To ensure sterile equipment<br>• To ensure commodities are adequate | ▪ Number of sets of s scrubs available (theatre gowns, boots, caps, masks etc.)<br>▪ Soap, running water, hand washing guidelines<br>▪ Colour coded bins, bin liners, safety boxes, protective gear<br>▪ Number of sterile surgical sets,<br>▪ Number of s11 |
| 2. To ensure safe surgeries are done to all patients | • To ensure proper identification of patients through names, in patient number, vital signs, theatre checklist, operation to be done and any other necessary accompanying accessories<br>• To ensure operating lamp is functional, theatre gases are available, and other equipment like suction machines, diathermy machines<br>• To ensure quality documentation<br>• To conduct operational research to inform quality improvement | ▪ Number of operated patients cases in the register<br>▪ Operational and functional machines<br>▪ Documents in theatre<br>▪ Number of researches done |
| 3. Coordination and management of theatre services | • Making duty Rota and allocation of tasks<br>• Planning for specific theatre days for surgeries<br>• Ordering of commodities and equipment<br>• Collaboration with other departments e.g. maintenance for repair of equipment<br>• Plans and prepares budget for theatre needs<br>• Attends HMT meetings | ▪ Duty Rota and allocation book<br>▪ Theatre operation schedule<br>▪ S11 and inventory<br>▪ Incidence and repair report book<br>▪ Available budget plans<br>▪ Minutes of HMT<br>▪ Schedule<br>▪ Invitation letters and budgets |
| 4. Capacity building and student mentorship | • Plan for on job training<br>• Participates in theatre conferences<br>• Trains and mentors students on perioperative nursing | ▪ Student duty Rota and allocations |

| Job Title: | RENAL NURSE |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | • Form four certificate with a c minus<br>• Diploma in registered community health nursing.<br>• A higher diploma in theatre nursing from a recognized institution<br>• registered by nursing council of Kenya<br>• Valid practicing license from nursing council of Kenya<br>• Certificate in computer application skills from a recognized institution |
| **Experience** | |
| **Essential Skills and Competencies** | ▪ Observing aseptic technique during procedures<br>▪ Theater<br>▪ Resuscitation of patients<br>▪ Basic knowledge in anesthesia<br>▪ Setting of theatre instrument and scrub up procedure<br>▪ Good analytical skills<br>▪ Good communication and interpersonal skills<br>▪ Good judgment skills<br>▪ Ability to work independently without close supervision |
| **Essential Personal attributes** | ▪ Ability to display empathy<br>▪ Good personal grooming<br>▪ Maintaining integrity of the profession and its practice<br>▪ Knowledgeable<br>▪ Responsible and accountable for individual nursing practice<br>▪ Good interpersonal skills<br>▪ Show support and respect for team spirit and members<br>▪ Effective communication skills<br>▪ Ability to show initiative, discretion and judgment in carrying out assigned duties<br>▪ Strong self-motivation and committed to nursing values or ethics and adopt to new changes |
| **Authority and decision-making** | ▪ Makes decisions through consultation |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staff to staff**<br>**Staff to supervisor** | • Consultation, guidance<br>• Guidance and consultation<br>• Administrative issues | • Staff to clients and patient<br>• Staff to relatives | • Console, educating, collaboration on patient in-patient care<br>• For cooperation, sharing information, planning for discharge, consoling |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# CLINICAL OFFICER IN CHARGE

| Job Title: | CLINICAL OFFICER IN CHARGE | |
|---|---|---|
| Department and Unit: | Out patient | |
| | Reports to : | Medical Superintendent & work closely with county and sub county Clinical Officers |
| | Supervises | Clinical Officers, clinical officer specialists and Clinical Officers interns in the hospital |
| Position summary | To ensure smooth and efficient delivery of clinical services in the hospital and to up hold to standards through use clinical guidelines and protocols. Ensure that duty and leave roster is in place and followed. Coordinate and supervise clinical officers, interns and student on practical experience through training and mentorship. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Plan smooth provision of clinical services.** | Prepare and avail the duty and leave rooster | ▪ Number of up to date duty and leave roosters available |
| 2. **Implement policy decisions that relate to clinical services provision.** | Attend health management team meetings<br>Sensitize and avail clinical guidelines and protocols to clinicians | ▪ Number of meetings attended<br>▪ Number of sensitization CME held |
| 3. **Co-ordinate internship training** | Maintain list of all Clinical Officers interns<br>Prepare departmental rotations and ensure rotations are followed | ▪ List of all interns posted<br>▪ Displayed Departmental Roster a |
| 4. **Work plan and performance management** | Prepare annual work plan<br>Midterm review of work plans<br>End of year review of performance appraisal | ▪ Annual work plan available for all officers<br>▪ Number of work plans reviewed at midterm<br>▪ Number of appraisal that are reviewed |
| 5. **Plan for quarterly clinical meetings** | Hold quarterly meetings | ▪ Number of meeting held and minutes available<br>▪ List of the officers invited |
| 6. **Establish and maintain a list of licensed Clinical officers** | Prepare and submit quarterly returns | ▪ Number of quarterly staff establishment reports submitted |

| Job Title: | CLINICAL OFFICER IN CHARGE |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | ▪ Diploma in Clinical Medicine and Surgery or Bachelor in Clinical Medicine and Community Health |
| **Experience** | ▪ Five years' experience in provision and management of clinical services |
| **Essential Skills and Competencies** | ▪ Good interpersonal relationship<br>▪ Team player<br>▪ Excellent analytical skills<br>▪ Proven records of result in managing change<br>▪ Meet Chapter 6 of Kenya 2010 Constitution |
| **Essential Personal attributes** | ▪ Good interpersonal relationship<br>▪ Team player<br>▪ Excellent analytical skills<br>▪ Proven records of result in managing change<br>▪ Meet Chapter 6 of Kenya 2010 Constitution |
| **Authority and decision-making** | ▪ Job holder should be accountable for own decisions and actions<br>▪ Make routine operational decision in consultation with medical superintendent |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Clinician to clinician** | • Good working condition and for consultations | • Clinicians to patient | • Create rapport and confidence |
| **Clinician supportive staffs** | • For smooth running of health services | • Clinician to relatives | • For patient support on management |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# GENERAL CLINICAL OFFICER

| Job Title: | GENERAL CLINICAL OFFICER | |
|---|---|---|
| Department/Unit: | Out patient | |
| | Reports to : | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| Position summary | Offer consultation, investigate and interpret results, diagnose, treat, and manage various disease conditions and perform minor surgery at casualty or minor theatre as well as to attend to emergencies and refer client as appropriate. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Consultation from patient on health problems | • History taking, physical examination and determine investigation to be carried out in the patient | ▪ # of working diagnosis made and documented |
| 2. Investigate the patient as per working diagnosis | • Generate laboratory and radiological request forms.<br>• Collect some of the specimen samples as required | ▪ # of Duly filled laboratory or radiological request forms |
| 3. Interpret the laboratory and radiological results | • Read the result and compare with the normal to detect the anomaly | ▪ # of conclusive diagnosis made and documented |
| 4. Treat and manage various diseases, conditions, medical or surgical emergencies | • Prescribe medication, do resuscitation<br>• Offer minor surgeries<br>• Refer as appropriate | ▪ # of Patients treated and resuscitation done<br>▪ # of minor surgeries done<br>▪ # of patient referred |
| 5. Provide mentorship to other health workers. | • Train and mentor junior clinical officers.<br>• Train/mentor other health care workers.<br>• Train students on attachment. | ▪ # of mentorship sessions done<br>▪ # of other health care workers mentored<br>▪ # of sessions given to students. |
| 6. Manage medical legal issues | • Filling of P3 forms<br>• Attend court summons to give evidence<br>• Examine and certify clients on health fitness | ▪ # of P3 forms filled<br>▪ # of court bonds received<br>▪ # of medical certificates issued<br>▪ # of medical reports issued |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ KCSE minimum grade C, Diploma in Clinical Medicine and Surgery or Bachelor of Science in Clinical Medicine and Surgery and community Health.<br>▪ Registered with clinical officers council and have a valid practicing license |

| Job Title: | GENERAL CLINICAL OFFICER |
|---|---|
| **Experience** | ▪ Minimum of one year Internship training. |
| **Essential skills and Competency** | ▪ Diagnostic skill<br>▪ Counseling skills<br>▪ Managerial stills<br>▪ Good interpersonal relationship |
| **Essential Personal attributes** | ▪ Have a good communication skills<br>▪ A team player<br>▪ Good grooming |
| **Authority/decision-making** | ▪ Ability to consult and make treatment decisions based on guidelines and protocols. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Clinician to clinician** | • For consultation and referral and team work | • Clinician to patient | • To create rapport and develop confidence with management decision by clinician |
| **Clinician to supervisor** | • Conducive and smooth<br>• working environment and team work and | • Clinician to<br>• caregivers of the patients | • Give part of history and<br>• act as treatment and care buddy of patients |
| **Clinician to supportive staff** | • To seek approval<br>• Team work and smooth working environment | | |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# CLINICAL OFFICER SPECIALIST-ANAESTHETIST

| Job Title: | CLINICAL OFFICER SPECIALIST-ANAESTHETIST | |
|---|---|---|
| Department and Unit: | Major and minor theatres. | |
| | Reports to : | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| Position summary | To ensure smooth and efficient service delivery of anesthetic services at the surgical and maternity theatres and to uphold to standards and ethics. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Prepare patient for surgery. | • Asses and evaluate the patient for fitness for anaesthesia.<br>• Ordering for the relevant investigations.<br>• Interpretation of the investigations reports.<br>• Give pre-anaesthetic medications. | ▪ Number of patients assessed before surgery<br>▪ Number of investigations before surgery ordered<br>▪ Number of investigations reports interpreted and acted upon.<br>▪ Number of documented pre anaesthetic medication prescribed |
| 2. Provide anaethesia during surgical procedures | • Continuous review of patient during surgery.<br>• Reverse the patient from general anaesthesia.<br>• Handing over of patient | ▪ Patients with documented observation findings during surgery.<br>▪ Patients reversed and documentation done.<br>▪ Handing over report to nurse at recovery or ward area |
| 3. Post operation anaesthesia care. | • Assess patients after surgery. | ▪ Surgical patients are provided with postoperative anaesthesia care and documented |
| 4. Care of severely ill patients | • Prepare critical patients at casualty for emergency operations or referral.<br>• Venous access and cannulation of dire patients | ▪ # of critically ill patients attended<br>▪ # of venous cannulas inserted. |
| 5. Provide mentorship to other health workers. | • Train and mentor junior anaesthetists.<br>• Train and mentor other clinical officers.<br>• Train interns and students. | ▪ # of junior anaesthetists mentored.<br>▪ # of clinical officers mentored<br>▪ # of sessions given to interns and students. |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Diploma or Degree in Clinical Medicine, Higher Diploma in Anaesthesia/ Master's Degree in Anaesthesia.<br>▪ Registration with the Clinical Officers Council<br>▪ Valid practicing license |

| Job Title: | CLINICAL OFFICER SPECIALIST-ANAESTHETIST |
|---|---|
| **Experience** | ▪ One month mentorship from a senior anaesthetist after training. |
| **Essential Skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team |
| **Essential Personal attributes** | ▪ Good conduct and character<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to their work |
| **Authority and decision-making** | ▪ Authority to make prompt treatment decisions. Job holder will be responsible for treatment decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To surgeons**<br><br>**To Theatre nurses**<br><br>**To support staff**<br>**To clinicians interns** | • Agree on individual patient approaches.<br>• For anesthetic and drug supplies<br>• Team work<br>• For mentorship, continuous professional development, teamwork | • To the patient<br><br>• To relatives | • Assessment, medication, observations, consent<br>• Assist in good treatment outcomes post-operative |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....
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# CLINICAL OFFICER SPECIALIST- OPHTHALMIC CLINICAL

| | | |
|---|---|---|
| **Job Title:** | **CLINICAL OFFICER SPECIALIST- OPHTHALMIC CLINICAL OFFICER** | |
| **Department and Unit:** | Outpatient Theatre | |
| | Reports to : | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| **Position summary** | To ensure smooth and efficient service delivery of ophthalmology services both at the Eye Unit and ophthalmology theatre and to uphold to standards and ethics. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **1. Assessment of patients.** | • Doing visual acuity.<br>• Eye examination.<br>• Refraction.<br>• Foreign body removal.<br>• Treatment of eye ailments. | ▪ Number of visual acuity done.<br>▪ # of patients examined.<br>▪ # of refractions done<br>▪ # of patients who have received treatment<br>▪ Number of eyes done foreign body removal. |
| **2. Outreach Clinics** | • Assessment, examination, treatment and referral of patients. | ▪ Number of patients attended in an outreach |
| **3. Eye surgeries** | • Perform Evisceration<br>• Perform Lid surgery<br>• Carry out Conjunctival excisions.<br>• Perform Cataract surgery. | ▪ # of Eviscerations done.<br>▪ # of patients done lid surgery,<br>▪ # of patients done conjunctival mass excisions.<br>▪ # of patients done cataract surgery. |
| **4. Training** | • Train and mentor junior ophthalmology clinical officers<br>• Training and mentoring of optometrists. | ▪ Number of trained junior ophthalmology clinical officers mentored.<br>▪ Number of optometrists mentored. |
| **5. Attend to emergency calls** | • Caring for ophthalmology emergencies in casualty. | ▪ Number of emergency cases attended. |

**Required Qualifications**

| | |
|---|---|
| **Academic and professional qualification** | ▪ Diploma or Degree in Clinical Medicine, Higher Diploma in Ophthalmology or Master's Degree in Ophthalmology.<br>▪ Registration with the clinical officers council<br>▪ Valid practicing license |

| Job Title: | CLINICAL OFFICER SPECIALIST- OPHTHALMIC CLINICAL OFFICER |
|---|---|
| **Experience** | ▪ Six month mentorship from a senior Ophthalmologist after training. |
| **Essential skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team |
| **Essential personal attributes** | ▪ Good conduct and character<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to their work |
| **Authority and decision-making** | ▪ Authority to make prompt treatment decisions .He/She will be responsible over treatment decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To surgeons**<br><br>**To theatre nurses**<br><br>**To support staff**<br>**To other clinicians** | • Agree on individual patient approaches.<br>• For anesthetic and drug supplies<br>• Team work<br>• team work<br>• For mentorship, continuous professional development teamwork,<br>• leave arrangements<br>• Professional development, Team work. | • To the patient<br>• To relatives | • Assessment, medication ,observations, consent<br>• Assist in good treatment outcomes post-operative |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# CLINICAL OFFICER SPECIALIST- PAEDIATRICTS

| Job Title: | CLINICAL OFFICER SPECIALIST- PAEDIATRICTS | |
|---|---|---|
| Department/Unit: | Pediatric clinic | |
| | Reports to : | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| Position summary | To ensure smooth and efficient service delivery of Pediatric services at the outpatient Offer consultation, investigate and interpret results, diagnose, treat and manage various diseases or conditions and attend to emergencies as appropriate and to uphold to standards and ethics. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Consultation | • Take history ,examine and investigate the client as warrant | ▪ Number of clients attended |
| 2. Confirm diagnosis | • Generate laboratory and radiological<br>• Request forms.<br>• Collect some of the Specimen samples as required | ▪ Number of Duly filled laboratory<br>▪ or radiological request forms |
| 3. Care of severely ill children below five years | • Offer emergency resuscitation care before admission to ward<br>• Venous access and cannulation patients | ▪ # of critically ill patients attended and admitted<br>▪ # of venous cannulas inserted by pediatrician |
| 4. Provide mentorship to other health workers. | • Train and mentor students clinical officers<br>• Train and mentor other junior clinical officers.<br>• Train interns | ▪ # of clinical officer student mentored.<br>▪ # of junior clinical officers mentored<br>▪ # of sessions given to interns |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Diploma, Degree in Clinical Medicine, Higher Diploma in Pediatrics or Master's Degree in Child Health<br>▪ Registration with the clinical officers council<br>▪ Valid practicing license |
| Experience | ▪ One year internship. |
| Essential Skills and Competencies | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team<br>▪ Friendly and approachable |

| Job Title: | CLINICAL OFFICER SPECIALIST- PAEDIATRICTS |
|---|---|
| **Essential Personal attributes** | ▪ Good conduct and character<br>▪ patience<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to their work |
| **Authority and decision-making** | ▪ Authority to make prompt treatment or management decisions. Job holder will be responsible for r treatment and management decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To pediatrician**<br><br>**To support staff**<br>**To other clinicians** | • Agree on individual patient approaches.<br>• Team work<br>• Team work<br>• Mentorship ,continuous professional development | • To the patient<br><br>• To relatives | • Assessment, medication, observations,<br>• Assist in history taking and good treatment outcomes |

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Name .....Signature.....Date.....

# CLINICAL OFFICER SPECIALIST-ORTHOPAEDICS

| Job Title: | CLINICAL OFFICER SPECIALIST-ORTHOPAEDICS | |
|---|---|---|
| Department/Unit: | Specialist Outpatient Clinic Theatre | |
| | Reports to : | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| Position summary | To ensure smooth and efficient service delivery in the orthopedic clinic and to uphold to standards and ethics. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Consultation from patients with orthopedic health related issues and problems | • History taking, physical examination and determining investigations and management to be carried out on patients | ▪ Number of patients attended and captured in the orthopedic register. |
| 2. Investigate the patient as per working diagnosis | • Generate laboratory and radiological report forms<br>• Collect some specimen samples as required | ▪ Number of dully filled laboratory or radiological forms |
| 3. Interpret the laboratory and radiological results | • Read the results and compare with the normal to detect the anomaly | ▪ Number of conclusive diagnosis made and documented |
| 4. Treatment and management of various orthopedic and traumatic conditions | • Prescribe medication, manipulation, immobilization, and undertake surgical procedures to restore function<br>• Refer as appropriate | ▪ Number of patients treated, manipulated, immobilized and operated on.<br>▪ Number of patients referred. |
| 5. Provide mentorship to other health workers. | • Train and mentor junior clinical officers.<br>• Train/mentor other health care workers.<br>• Train students on attachment. | ▪ # of junior clinical officers mentored<br>▪ # of other health care workers mentored<br>▪ Number of sessions given to students. |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Diploma and Degree in clinical medicine, Higher National Diploma in Orthopedics and Surgery,<br>▪ Master's degree in Emergency and Traumatology.<br>▪ Registration with the clinical officers council<br>▪ Valid practicing license |

| Job Title: | CLINICAL OFFICER SPECIALIST-ORTHOPAEDICS |
|---|---|
| **Experience** | ▪ One month mentorship from a senior orthopedic clinician or orthopedic surgeon after training., |
| **Essential Skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team |
| **Essential Personal attributes** | ▪ Good conduct and character<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to their work |
| **Authority and decision-making** | ▪ Authority to make prompt treatment decisions. Job holder will be responsible over treatment decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To surgeons**<br><br>**To Theatre nurses**<br>**To anaesthetists**<br>**To support staff**<br>**To other clinicians**<br><br>**To Clinical Officer in charge** | • Agree on individual patient approaches.<br>• For anesthetic and drug supplies<br><br>• Team work<br>• To create team work<br>• For mentorship, continuous professional education teamwork,<br>• Annual leave arrangements<br>• Professional .development, Team work. | • To patient<br><br>• To relatives | • Assessment, , observations, consent<br>• Assist in good treatment outcomes post-operative |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

### Job holder acknowledgement

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Name .....Signature.....Date.....

# CLINICAL OFFICER SPECIALIST- EAR, NOSE AND THROAT (ENT)

| Job Title: | CLINICAL OFFICER SPECIALIST- EAR, NOSE AND THROAT (ENT) | |
|---|---|---|
| Department or Unit: | ENT Clinic, Major or Minor Theatre, Casualty and Wards | |
| | Report to | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| Position summary | To ensure smooth and efficient service delivery of ENT services in the hospital and to uphold to standards and ethics. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Offer ENT consultation services. | • Take patient history, physical examination and determine investigation to be done<br>• Ordering for the relevant investigations and interpretation of the results.<br>• Prescribe medicine as required | ▪ # of patients attended<br>▪<br>▪ # of investigations ordered, interpreted and acted upon.<br>▪ Number of prescriptions available |
| 2. Offer surgical services to ENT clients | • Removal of ear or nose foreign bodies<br>• Ear syringing<br>• Incision and drainage(I&D)<br>• Excision of keloids<br>• Excision of tongue tie<br>• Cauterization of warts and bleeding blood vessels | ▪ Number of foreign bodies removed<br>▪ Number ear syringing done<br>▪ Number of I&Ds done<br>▪ Number of keloids excised<br>▪ Number of tongue ties released<br>▪ Number of cauteries done |
| 3. Improve clinical acumen and impart knowledge | • Train and mentor clinical officers interns and Kenya medical training college students | ▪ # of interns and student trained and list rotation available |
| 4. Advice on unavailable services | • Referral for higher intervention services that are not available | ▪ Number of referral available |
| 5. Provide mentorship to other health workers. | • Train and mentor junior clinical officers.<br>• Train and mentor other health care workers.<br>• Train students on attachment. | ▪ # of junior clinical officers mentored<br>▪ # of other health care workers mentored<br>▪ # of sessions given to students. |

**Required Qualifications**

| Job Title: | CLINICAL OFFICER SPECIALIST- EAR, NOSE AND THROAT (ENT) |
|---|---|
| **Academic and Professional Qualification** | ▪ Diploma or Degree in Clinical Medicine, Higher Diploma in ENT and Audiology<br>▪ Registration with the clinical officers council<br>▪ Valid practicing license |
| **Experience** | ▪ Basic ENT training |
| **Essential Skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team<br>▪ Good counseling skills |
| **Essential Personal attributes** | ▪ Good conduct and character<br>▪ Patience<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to work |
| **Authority/ decision-making** | ▪ Authority to make prompt treatment, management and referral decisions. Job holder will be responsible for decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To surgeons**<br><br>**To Theatre nurses**<br>**To support staff**<br>**To other clinicians** | • Agree on individual patient approaches.<br>• For supplies, and Team work<br>• Team work<br>• For mentorship team work | • To patient<br><br>• To relatives | • Assessment, medication, observations, consent<br>• Assist in good history treatment outcomes pre or post operation and follow up |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# CLINICAL OFFICER SPECIALIST-DERMATOVENEREOLOGIST

| Job Title: | CLINICAL OFFICER SPECIALIST-DERMATOVENEREOLOGIST | |
|---|---|---|
| Department and Unit: | Outpatient department. | |
| | Report to | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| Position summary | To ensure smooth and efficient clinical service delivery of skin diseases and sexually transmitted diseases in the outpatient department and to uphold to standards and ethics. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Consultation from patient on skin and venereal health problems | • History taking, physical examination and determine investigation to be carried out in the patient | ▪ Number of working diagnosis made and documented |
| 2. Investigate the patient as per working diagnosis | • Generate laboratory radiological request forms.<br>• Collect some of the specimen samples as required | ▪ Number of Duly filled laboratory or radiological request forms |
| 3. Interpret the laboratory and radiological results | • Read the result and compare with the normal to detect the anomaly | ▪ Number of conclusive diagnosis made and documented |
| 4. Treat and manage various skin and venereal diseases or conditions, medical or surgical emergencies | • Prescribe medication, do resuscitation<br>• Offer minor surgeries<br>• Refer as appropriate | ▪ Number of Patients treated and resuscitation done<br>▪ Number of minor surgeries done<br>▪ Number of patient referred |
| 5. Provide mentorship to other health workers. | • Train and mentor junior clinical officers.<br>• Train and mentor interns<br>• Train and mentor other health care workers.<br>• Train students on attachment. | ▪ # of junior clinical officers mentored<br>▪ Number of interns trained and mentored<br>▪ # of other health care workers mentored<br>▪ # of sessions given to students. |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Diploma, or Degree in Clinical Medicine, Higher Diploma in Dermatovenereology or Master's in Dermatovenereology<br>▪ Registration with the Clinical Officers Council<br>▪ Valid practicing license |
| Experience | ▪ One month attachment after training. |

| Job Title: | CLINICAL OFFICER SPECIALIST-DERMATOVENEREOLOGIST |
|---|---|
| **Essential Skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team |
| **Essential Personal attributes** | ▪ Good conduct and character<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to their work |
| **Authority and decision-making** | ▪ Authority to make prompt treatment decisions. Job holder will be responsible over treatment decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To other clinicians**<br>**To support staff**<br>**To clinical officer in charge** | • Agree on individual patient approaches.<br>• Team work<br>• To create team work and leave arrangements | To the patient<br><br>To relatives | Assessment, medication ,observations, consent<br><br>Assist in good treatment outcomes |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# CLINICAL OFFICER SPECIALIST-REPRODUCTIVE HEALTH

| | | |
|---|---|---|
| **Job Title:** | **CLINICAL OFFICER SPECIALIST-REPRODUCTIVE HEALTH** | |
| **Department or Unit:** | Reproductive Health Outpatient Clinic<br>Theatre | |
| | Report to | Clinical officer in charge |
| | Supervises | Clinical officer interns |
| **Position summary** | To address emerging challenges in reproductive health, offer youth friendly services, address emergency obstetric and gynaecologcal cases and to uphold the standards and ethics | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **1. Implement adolescent package of care** | • Establish youth friendly clinic<br>• Manage youth friendly centres<br>• Offer youth and adolescent health education | ▪ Established and running youth friendly clinic<br>▪ Number of adolescent and youth given health messages |
| **2. To improve maternal and child health** | • Offer family planning services investigations<br>• Do caesarean sections<br>• Perform manual vacuum aspiration, dilation and curettage<br>• Perform laparotomy in ectopic pregnancies<br>• Insert Macdonald Stitch<br>• Drain pelvic abscess<br>• Conduct gynecological outpatient clinic and high risk clinic | ▪ Number of clients offered family planning services<br>▪ Number of mothers done caesarean sections<br>▪ Number of documented manual vacuum aspiration, dilation and curettage done.<br>▪ Number of laparotomies done due to ectopic pregnancy.<br>▪ Number of Macdonald Stitch inserted<br>▪ Number of pelvic abscess drained<br>▪ Number of clients attended |
| **3. Provide mentorship to other health workers.** | • Train and mentor other clinical officers.<br>• Train interns and students. | ▪ Number of clinical officers mentored<br>▪ Number of sessions given to interns and students. |

**Required Qualifications**

| | |
|---|---|
| **Academic and Professional Qualification** | ▪ Diploma or Degree in Clinical Medicine, Higher Diploma in Reproductive Health or Master's Degree in Reproductive Health<br>▪ Registration with the Clinical Officers Council<br>▪ Valid practicing license |
| **Experience** | ▪ One year internship post training |
| **Essential Skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team<br>▪ Counseling skills |

| Job Title: | CLINICAL OFFICER SPECIALIST-REPRODUCTIVE HEALTH |
|---|---|
| **Essential Personal attributes** | ▪ Good conduct and character<br>▪ Have good working relations<br>▪ Act as a team player<br>▪ Commitment to their work |
| **Authority and decision-making** | ▪ Authority to make prompt treatment/management decisions. Job holder w ill be responsible over treatment/management decisions made. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **To Obstetrician and Gynecologist**<br>**To Theatre Nurses**<br>**To Support Staff**<br>**To other Clinicians**<br>**To Clinical Officer In-charge** | -Agree on individual patient approaches.<br>Teamwork-For supplies,<br>To create team work<br>For mentorship, continuous professional development, teamwork<br>Team work, leave arrangements | To the patient<br><br>To relatives Adolescent and youth | -Assessment, medication ,observations, consent<br><br>-Assist in good treatment outcomes post-operative for guidance and counseling<br>Make informed decisions |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

# NUTRITION OFFICER IN CHARGE

| Job Title: | NUTRITION OFFICER IN CHARGE | |
|---|---|---|
| Department or Unit: | Nutrition | |
| | Report to | Medical superintendent |
| | Supervises | Nutrition officers |
| Position summary | Coordinate nutritional care to patients in various disease states and conditions; monitor, assess, and optimize nutrition status based on a patient's current medical condition and/or nutrition adequacy; make recommendations for tube and intravenous feedings and dietary supplements. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Patient Care | • Develop dietary food charts for inpatients<br>• Ensure nutritional services are provided to TB, Renal clinics, diabetes and others communicable and non-communicable diseases | ▪ # of dietary food charts in place |
| 2. Meals and menu preparation | • Oversee food preparation<br>• Maintain adequate menu items, standard portion sizes and menu specifications for all standard and therapeutic menus<br>• Provide food supplements in accordance with patient treatment plan<br>• Report any shortfalls or problems with food products | ▪ # of clients satisfied with hospital catering services |
| 3. Commodity management | • Ensure the nutrition commodities are available to the Nutritional Officers and staff working in the dietary and catering department in good quantity and quality | ▪ % reduction in stock out |
| 4. Provision of workplace Equipment | • Ensure the availability of nutrition equipment including weighing machines, length board etc. | ▪ Number of length boards and weighing machines available and in good working conditions |
| 5. Administration | • Prepare departmental work plan and budget<br>• Prepare individual annual work plan<br>• Develop performance management target for the nutrition department<br>• Supervision<br>• Conduct supportive supervision to Nutrition Officers , to ensure their performance based on set SOPs and guidelines | ▪ # of planned activities implemented on a monthly basis<br>▪ # of staff appraised at the end of every appraisal year<br>▪ # of staff supervised |

| Job Title: | NUTRITION OFFICER IN CHARGE | |
|---|---|---|
| **6. Record keeping** | • Maintain proper nutritional records on a monthly basis | ▪ # Quality and updated records |
| **7. Health Promotion** | • Develop nutrition education programs for the health facility ( Kitchen garden and diabetic group programs) | ▪ # nutritional sessions and demonstrators sessions held |
| **8. Quality assurance, safety and security** | • Monitor the adhere of current policies and procedures regarding provision of both therapeutic and non-therapeutic diets<br>• Participate in quality and research audits and other data collection | ▪ # of Public Health requirements standards disseminated<br>▪ # of departments reporting use of Public Health SOPs |
| **9. Policy Implementation.** | • Ensure policies are implemented while performing nutritional services | ▪ # Number of policies and guidelines in place and in use |
| **10. Training and research** | • Induct, supervise, train interns in the department<br>• To ensure availability of compiled and disseminate data | ▪ Number of complete and timely data |
| | • Undertake research, provide support to hospital staff and external researchers undertaking research<br>• Compile data on Nutrition for report dissemination | |

| Required Qualifications | |
|---|---|
| **Academic and Professional Qualification** | ▪ Diploma in community nutrition, clinical nutrition or nutrition and dietetics from recognized institution<br>▪ Registration with KNDI<br>▪ Computer skills |
| **Experience** | ▪ Three years' experience in a busy hospital |
| **Essential Skills and Competencies** | ▪ Competency in medical(Biochemistry,microbiology,parasitology,hematology,histology and blood transfusion<br>▪ Have managerial skills |
| **Essential Personal attributes** | ▪ Good communication skills<br>▪ Interpersonal relationship |
| **Authority/decision-making** | ▪ Work under minimum supervision |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other medical staff**<br><br>**HMT** | • To coordinate nutritional needs<br>• To consult and contribute to health service improvement and planning in the hospital | • Clients<br>• Visiting students and consultants | • To advise and teach patients on how to make nutritionally sound food choices to speed the recovery process, prevent disease and maintain a healthy lifestyle.<br>• To provide training, exchange, share medical knowledge |

## Acknowledgement approval

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Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# NUTRITIONIST OFFICER

| Job Title: | NUTRITIONIST OFFICER | |
|---|---|---|
| Department and Unit: | Nutrition | |
| | Report to | Nutrition Officer in charge |
| | Supervises | |
| Position summary | Provide nutritional care to patients in various disease states and conditions; monitor, assess, and optimize nutrition status based on a patient's current medical condition and/or nutrition adequacy; make recommendations for tube and intravenous feedings and dietary supplements. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Patient Care | • Screen and assess patients on admission for risk of under-nutrition as per protocol<br>• Ensure patients receive appropriate menus according to their oral and fluid status<br>• Continually update Nursing Staff on patients' oral and fluid status<br>• Provide nutritional services are provided to TB, Renal clinics, diabetes and others communicable and non-communicable diseases | ▪ # of dietary food charts in place |
| 2. Meals and menu preparation | • Organize food preparation for patients<br>• Maintain adequate menu items, standard portion sizes and menu specifications for all standard and therapeutic menus<br>• Prepare and feed patients with supplements in accordance with patient treatment plan<br>• Report any shortfalls and problems with food products | ▪ # of clients satisfied with hospital catering services |
| 3. Manage workplace Equipment | • Ensure nutrition equipment are maintained regularly .I.e. weighing machines, length board etc.<br>• Ensure the safety of nutrition equipment | ▪ Number of length boards and weighing machines available and in good working conditions |
| 4. Performance management | • Prepare individual annual work plan based on department work plan<br>• Ensure that the staff individual targets are in line with the departmental targets | ▪ # of planned activities implemented on a monthly basis<br>▪ # of staff appraised at the end of every appraisal year |
| 5. Record keeping | • Maintain proper nutritional records on a weekly basis | ▪ # Quality and updated records |

| Job Title: | NUTRITIONIST OFFICER | |
|---|---|---|
| 6. Health Promotion | • Implement the proposed nutrition education programs for the health facility (Kitchen garden and diabetic group programs) | ▪ # Nutritional sessions and demonstrators sessions held |
| 7. Quality assurance, safety and security | • Adhere to current policies and procedures regarding provision of both therapeutic and non-therapeutic diets<br>• Participate in quality and research audits and other data collection | ▪ # of Public Health requirements/standards disseminated<br>▪ # of departments reporting use of Public Health SOPs |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Diploma in community nutrition, clinical nutrition or nutrition and dietetics from recognized institution<br>▪ Registration with KNDI<br>▪ Computer skills | |
| **Experience** | ▪ Experience in a busy hospital | |
| **Essential Skills and Competencies** | ▪ Competency in medical(Biochemistry,microbiology,parasitology,hematology,histology and blood transfusion | |
| **Essential Personal attributes** | ▪ Good communication skills<br>▪ Interpersonal relationship | |
| **Authority/decision-making** | ▪ Work under minimum supervision | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Whey** | **Who** | **Why** |
| **Consultants and other medical staff** | To implement nutritional needs | Clients | To advise/teach patients on how to make nutritionally sound food choices to |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# ORTHOPAEDIC TECHNOLOGIST IN-CHARGE

| Job Title: | ORTHOPAEDIC TECHNOLOGIST IN-CHARGE | |
|---|---|---|
| Department or Unit: | Orthopaedic Rehabilitation Services | |
| | Reports to: | Medical Superintendent |
| | Supervises | |
| Position summary | Evaluate and assess client needs, design, fit, service and repair medical and orthopaedic devices and appliances.<br>Design, fabricate and service a wide range of support instruments to correct physical problems such as neck braces, orthopaedic splints, artificial limbs, and arch supports. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **1. Conduct evaluation and assessment of clients** | • Determine the client's needs<br>• Assist and advice in the pre-surgical planning and post- surgical management of patients requiring orthotic or prosthetic services | ▪ # of ward rounds undertaken<br>▪ # of clients evaluated and assessed<br>▪ # of clients placed on a treatment programme |
| **2. Provision and fitting of devices** | • Ensure patients are measured to design and fit medical devices<br>• Ensures devices are made, fitted, tested, and adjusted as necessary<br>• Ensures modifications of positive models and socket plans formulated for orthopaedic devises | ▪ # of devices fitted |
| **3. Treatment and Rehabilitation** | • Instruct patients on how to use and care for their devices<br>• Apply, adjust and remove Plaster of Paris Casts<br>• Repair or service patient devices | ▪ # of clients completing treatment programme<br>▪ # of wards rounds undertaken<br>▪ # of home visits undertaken |
| **4. Treatment Evaluation** | • Conduct regular evaluation of clients to assess progress and response to therapy and revise treatment programme where necessary to achieve goals | |
| **5. Client Education** | • Educate clients and their families about what to expect during treatment and rehabilitation and how best to cope with the situation | ▪ # of client and family sessions conducted |
| **6. Work planning** | • Participate in the development of departmental work plan and budget based on the hospital strategic plan<br>• Prepare individual annual work plan based on department work plan | ▪ # of planned activities implemented on a monthly basis |
| **7. Stores** | • Ensure availability and safe custody of orthopedic materials and equipment | ▪ # of items in safe custody and available for patient use |

| Job Title: | ORTHOPAEDIC TECHNOLOGIST IN-CHARGE | |
|---|---|---|
| 8. Equipment Maintenance | • Ensure equipment is maintained in serviceable condition at all times | ▪ # of equipment in working and serviceable condition |
| 9. Performance Management | • Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance | ▪ # of appraisals conducted on a timely basis in each quarter |
| 10. Meetings | • Chair departmental meetings<br>• Contribute to the work of the various committees related to Orthopedic | ▪ # of departmental meetings attended<br>▪ # of committee meetings attended |
| 11. Professional Development | • Undertake requisite professional development activities | ▪ # of CPD activities undertaken and participated in |
| 12. Reports | • Prepare and submit monthly, quarterly and annual departmental reports | ▪ # of reports submitted on a timely basis |
| 13. Quality assurance, safety and security | • Ensure application of approved standards for Orthopedic Technology services | ▪ # of documented procedures |
| 14. Training and research | • Induct, supervise, train interns and students in the department<br>• Counseling of staff and students in the unit on SOPs and code of regulations<br>• Undertake research, provide support to hospital staff and external researchers undertaking research | ▪ # of students and interns completing attachments<br>▪ # of staff and students and staff counseled and adhering to departmental SOPs and code of regulations<br>▪ # of research projects undertaken/participated in |

| Required Qualifications | |
|---|---|
| Academic and Professional Qualification | ▪ BSc in Prosthetics and Orthotics<br>▪ Diploma in Orthopedic Technology |
| Experience | ▪ At least three years' of practice in a high Orthopedic Rehabilitation unit<br>▪ Demonstrable skills and experience in fitting of a variety of assistive devices |
| Required license and certificate | ▪ Member of the National Association for Orthopedic Technologists in Kenya |
| Essential skills and competencies | ▪ Knowledge of modern orthopedic equipment, plaster technology, appliances and materials<br>▪ Knowledge of affirmative action and rights of persons with disabilities<br>▪ Ability to design, make, fit and train users on a variety of adaptive devices and equipment |
| Essential Personal attributes | ▪ Good communication skills<br>▪ Interpersonal relationship |
| Authority and decision-making | ▪ Provides guidance in the development of procedures for the department<br>▪ Makes decisions regarding work processes based on established guidelines<br>▪ Prioritizes and organizes work to meet changing conditions |

;**Relationships**

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other medical staff** | • To contribute to client treatment programme | • Clients | • To provide Orthopedic services and support |
| **HMT** | • To consult and contribute to health service improvement and planning in the hospital | • Visiting students and consultants | • To provide training, exchange, share medical knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# ORTHOPAEDIC TRAUMA TECHNICIANS

| Job Title: | ORTHOPAEDIC TRAUMA TECHNICIANS | |
|---|---|---|
| Department and Unit: | Out patient | |
| | Reports to | Clinical Officer In-charge |
| | Supervises | Trauma Technicians and Trauma Interns |
| Position summary | To ensure smooth and efficient delivery of orthopedic trauma services at the outpatient, surgical wards and major/minor theatres | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Trauma management in the out-patient , inpatient and major theatre** | • Offer trauma services in areas of splint limbs, fractures in the facility<br>• Ensure interpretation of the radiological images.<br>• fracture management and application and removal of plaster<br>• Correction of congenital deformities such as club foot<br>• Application and removal of skeletal and skin tractions | ▪ Number of patients splinted and documented<br>▪ Number of patients with fractures immobilized and documented<br>▪ Number of fractures reduced and documented<br>▪ Number of patients applied plaster and documented<br>▪ Number of patients with congenital anomalies corrected and documented<br>▪ Number of patients applied skin and skeletal tractions and documented. |
| 2. **Sensitization of trauma services** | • Sensitize and create awareness of orthopedic trauma conditions to communities or in counseling | ▪ Number sensitization trainings held |
| 3. **Training and development** | • Mentor junior orthopedic trauma technicians<br>• Develop training schedules and program for intern<br>• Conducts CME of trauma programs to the facility | ▪ Number of junior orthopedic trauma technicians mentored.<br>▪ Number of interns trained and mentored<br>▪ Facilitate one CME every year on Trauma services |
| 4. **Quality Assurance safety and security** | • Ensure application of approved standards for orthopedic trauma services | ▪ Number of procedures documented |
| 5. **Administration of trauma services** | • Develop departmental works plans<br>• Attend quarterly facility meetings<br>• Regular Maintenance and safety management of trauma equipment | ▪ % implementation of work plan<br>▪ Number of actions plans implemented from meetings<br>▪ Number of equipment in working condition |

| Job Title: | ORTHOPAEDIC TRAUMA TECHNICIANS | |
|---|---|---|
| 6. **Performance management** | • Set departmental performance targets<br>• Conduct quarterly performance appraisal for departmental staff<br>• Prepare monthly departmental reports for facility reporting | ▪ % of targets achieved<br>▪ Number of appraisals conducted<br>▪ Timely submission of reports |

| Required Qualifications | |
|---|---|
| **Academic and Professional Qualification** | ▪ Certificate or Diploma in Orthopedic Trauma Technician |
| **Experience** | ▪ Three months attachment in any recognized institution |
| **Essential Skills and Competencies** | ▪ Good communication skills<br>▪ Capable of making prompt and accurate decision<br>▪ Be analytical<br>▪ Consult with relevant team |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Provide guidance in the development of procedures for the department<br>▪ Make decisions regarding work processes based on established guidelines<br>▪ Prioritize and organize work to meet changing conditions |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other medical staff**<br><br>**HMT** | • To contribute to client treatment programme.<br>• To consult and contribute to health service improvement and planning in the hospital | • Clients<br>• Visiting students and consultant | • To provide orthopaedic services and support<br>• To provide training , exchange share knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# PHYSIOTHERAPIST IN-CHARGE

| Job Title: | PHYSIOTHERAPIST IN-CHARGE | |
|---|---|---|
| Department and Unit: | Physiotherapy | |
| | Reports to: | Hospital Superintendent |
| | Supervises | Physiotherapists in Hospital and Units<br>Support staff |
| Position summary | Plan, supervise and coordinate provision of physiotherapy services in the hospital. Also provide care to clients who have functional problems resulting from musculoskeletal diseases; sprains, strains, and fractures; arthritis; amputations; stroke; birth conditions, such as hemiplegics cerebral palsy; musculoskeletal and neurological conditions, injuries related to work and sports; and other conditions. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Rehabilitation and treatment of patients | • Client examinations and assessments to evaluate and establish a diagnosis to initiate intervention/treatment<br>• Provide guidance and establish a plan of care, interventions and treatments<br>• Promotion of health and fitness to improve wellness<br>• Guide in use of exercises, stretching maneuvers, hands-on therapy and equipment to reduce clients' pain and to help increase ability to function | ▪ # of clients evaluated and assessed for rehabilitation<br>▪ # of interventions and guidance sessions carried out.<br>▪ # of promotion sessions carried out for interventions/ treatments for identified disabilities.<br>▪ % of clients completing treatment programs and discharged to live independent life. |
| 2. Educate clients | • Educate clients and their families about what to expect during recovery from injury and illness and how best to cope with residue weaknesses limitations<br>• Community Based Programs in promotive and preventive health care<br>• Develop written administrative and patient care policies and procedures in a hospital environment or community | ▪ # of client and family sessions conducted and concluded<br>▪ Increase number of community based programs carried out to provide promotive and preventive health care.<br>▪ # of documented procedures<br>▪ Developed in a specified period |
| 3. Performance management | • Work planning<br>• Prepare individual annual work plan based on department tasks and activities<br>• Assign duties to all staff in the institution assigned<br>• Appraise and review staff performance in the department | ▪ # of individual work plans developed and effected to completion.<br>▪ # of duty rosters prepared in a specified period<br>▪ # of appraisals conducted on a timely basis in each quarter |

| Job Title: | PHYSIOTHERAPIST IN-CHARGE | |
|---|---|---|
| **4. Administrative** | • Maintenance and storage of physical therapy equipment, tools and supplies<br>• Facilitate Departmental meetings<br>• Participate in departmental meetings<br>• Attend hospital management meeting. | ▪ # of equipment and tools maintained and in working condition.<br>▪ # of departmental meetings attended in a specified period<br>▪ # of minuted HMT committees meetings attended |
| **5. Reporting** | • Preparation and submission of daily, weekly, monthly and annual reports | ▪ # of reports submitted on a timely basis in a specified period. |
| **6. Quality assurance, safety and security** | • Ensure application of approved standards for physiotherapy services | ▪ # of quality and safety procedures carried out within a specified period. |
| **7. Training and research** | • Induct, supervise new staff and interns in the department<br>• Research<br>• Undertake research to provide support to hospital staff and external researchers undertaking research<br>• Undertake requisite professional development activities and studies | ▪ # of staff internships inducted within a specified period<br>▪ # of research projects undertaken and completed within a specified period.<br>▪ # of Continuous Professional Development activities undertaken and participated in |
| **8. Disability assessment** | • Participation in the hospital disability assessment team with other team players. | ▪ # of clients assessed for registration and placement |
| **9. Health promotion program** | • Participate in interdepartmental health promotion programs | ▪ # of programs participated in a specified period |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Division all in O Level Examination or C+ in KCSE examination.<br>▪ Diploma in Physiotherapy from a recognized institution by the Kenya Physiotherapy Council.<br>▪ Bachelors of Science Degree in Physiotherapy from a recognized University by the Kenya Physiotherapy Council. | |
| **Experience** | ▪ At least one year of practice or internship in recognized institution<br>▪ Demonstrable skills and experience in physical therapy<br>▪ Some managerial skills at hospital level. | |
| **Required license and Certificate** | ▪ Registration and certification by Physiotherapy Council.<br>▪ Membership to Kenya Society of Physiotherapy. | |

| Job Title: | PHYSIOTHERAPIST IN-CHARGE |
|---|---|
| **Essential Skills and Competencies** | ▪ Ability to apply a broad range of physical therapy techniques (modalities) including applying heat, cold, sound, electromagnetism and hands-on stimulation or manipulation (manual) using assistive and adaptive devices, Aids and appliances. |
| **Authority and decision-making** | ▪ -Provide guidance in development of procedures for the Department/Unit<br>▪ Make decisions regarding work processes based on established guidelines or protocols in the Department or Unit<br>▪ -Prioritize, organize and supervise Rehabilitation of Patients/clients as trained. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other Medical Staff** | • To contribute to client treatment programs and protocols | • Clients | • To provide physiotherapy treatment and rehabilitation and support |
| **Hospital Management Team** | • To consult and contribute to health service improvement and planning in the hospital level | • Visiting students and consultants | • To provide training and guidance to exchange and share medical knowledge. |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# PHYSIOTHERAPIST

| Job Title: | PHYSIOTHERAPIST | |
|---|---|---|
| Department or Unit: | Physiotherapy | |
| | Reports to: | Physiotherapist In-charge |
| | Supervises | |
| Position summary | As a member of the healthcare team, provide care to clients who have functional problems resulting from back and neck injuries; sprains, strains, and fractures; arthritis; amputations; stroke; birth conditions, such as hemiplegics cerebral palsy; musculoskeletal and neurological conditions, injuries related to work and sports; and other conditions. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Evaluation and assessment of patients | • Conduct client examination or assessment and evaluation to establish a diagnosis and prognosis prior to initiating intervention or treatment | ▪ # of clients evaluated and assessed to completion |
| 2. Treatment and rehabilitation plan of patients | • Establish a plan of care,<br>• intervention or treatments and managing the needs of the patient<br>• Educate client, families and (other professionals involved) in handling techniques and exercises in the care of patients<br>• Use exercises, stretching maneuvers, hands-on therapy and equipment to ease clients' pain and to help improve function ability<br>• Conduct regular evaluation of clients to assess progress and response to therapy and revise treatment programs where necessary to achieve goals | ▪ No of clients placed on a treatment program.<br>▪ # of clients completing treatment programme |
| 3. Client Education | • Educate clients and their families about what to expect during recovery from injury and illness and how best to cope with residue weaknesses and impairment | ▪ # of client/family sessions conducted |
| 4. Implementation of Policy and Procedure | • Develop written administrative and patient care policies and procedures | ▪ # of times action is guided by established procedures. |

| Job Title: | PHYSIOTHERAPIST | |
|---|---|---|
| **5. Performance Management** | • Using job description and work plans and in consultation with departmental supervisor, continually appraise oneself and rectify any shortcomings or suggested necessary actions<br>• Undertake requisite professional development activities | ▪ # of planned activities implemented on a monthly basis<br>▪ # of appraisals conducted on a timely basis in each quarter<br>▪ # of CPD activities undertaken/participated in |
| **6. Meetings** | • Participate in departmental meetings<br>• Contribute to the work of the various committees related to Public health | ▪ # of departmental meetings attended<br>▪ # of committee meetings attended |
| **7. Quality assurance, safety and security** | • Ensure application of approved standards for physiotherapy services | ▪ # of documented procedures |
| **8. Training and research** | • Induct, supervise, train interns in the department<br>• Undertake research to provide support to hospital staff and external researchers undertaking research | ▪ # of students completing internships<br>▪ # of research projects undertaken/participated in |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Diploma in Physiotherapy<br>▪ Knowledge of modern physiotherapy techniques (modalities) including applying heat and cold, hands-on stimulation or massage, and using assistive and adaptive devices and equipment | |
| **Experience** | ▪ At least one year of practice<br>▪ Demonstrable skills and experience in physical therapy using modern equipment and tools | |
| **Required license and Certificate** | ▪ Registered with the Kenya Society of Physiotherapists | |
| **Essential Skills and Competencies** | ▪ Ability to apply a broad range of physical therapy techniques (modalities) including applying heat and cold, hands-on stimulation or massage, and using assistive and adaptive devices and equipment | |
| **Authority and decision-making** | ▪ Provide guidance in development of procedures for the department<br>▪ Make decisions regarding work processes based on established guidelines<br>▪ Prioritize and organizes work to meet changing conditions | |

## Working conditions

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other Medical Staff HMT** | • To contribute to client treatment programme<br>• To consult and contribute to health service improvement and planning in the hospital | • Clients<br>• Visiting students and consultants | • To provide physiotherapy treatment and support<br>• To provide training, exchange, share medical knowledge |

## Acknowledgement approval

The Job Description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position

**Acknowledgement approval** Job Description approved by Name of

supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# OCCUPATIONAL THERAPIST IN-CHARGE

| Job Title: | OCCUPATIONAL THERAPIST IN-CHARGE | |
|---|---|---|
| Department or Unit: | Occupational Therapy | |
| | Reports to | Medical Superintendent |
| | Supervises | |
| Position summary | • Plan, supervise and coordinate provision of Occupational Therapy services in the hospital.<br>• Provide care and support to clients with injuries, illnesses, or disabilities through the therapeutic use of everyday activities.<br>• Help clients develop, recover, and improve the skills needed for daily living and working | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **Evaluation and assessment of patients** | • Conduct evaluation and assessment of clients having physical disabilities, disorders or injuries | ▪ # of clients evaluated and assessed |
| **Treatment and rehabilitation plan of patients** | • Identify treatment goals and appropriate therapy techniques and equipment<br>• Set up a treatment plan for the clients, outlining the client's goals and the planned treatments<br>• Instruct client, families and(other professionals involved) in treatment techniques and exercises outlined in the programme | ▪ # of clients placed on a treatment programme |
| | • Treatment and Rehabilitation<br>• Provide early intervention therapy to infants and toddlers who have, or are at risk of having, developmental delays<br>• Recommend appropriate adaptive equipment in activities of daily living (ADL) and leisure such as leg or knee braces, wheel chairs, and eating aids and instruct and train clients with temporary and permanent disabilities on how to use that equipment<br>• Provide early intervention on psychosocial therapy and rehabilitation<br>• Design and fabricate splints and assistive Aids | ▪ # of clients completing treatment programme<br>▪ # of ward rounds undertaken<br>▪ # of home visits undertaken |
| **Client Education** | • Educate clients and their families on disability prevention measures and what to expect during treatment and rehabilitation and how best to cope with the situation | ▪ # of client and family sessions conducted |
| **Documentation and Billing** | • Ensure accurate client records documentation and billing<br>• Ensure accurate and timely client billing | |

| Job Title: | OCCUPATIONAL THERAPIST IN-CHARGE | |
|---|---|---|
| **Quality Assurance,; safety and security** | • Ensure application of approved standards for occupation therapy services<br>• Ensure psychological and physical safety and security of clients | ▪ % increase in customer satisfaction<br>▪ # of documented safety and security measures |
| **Training and Research** | • Induct, supervise, train interns in the department<br>• Undertake research, provide support to hospital staff and external researchers undertaking research<br>• Facilitate collaboration with partners<br>• Undertake requisite professional development activities | ▪ # of students completing internships<br>▪ # of research projects undertaken/participated in<br>▪ # of partners supporting department work<br>▪ # of CPD activities undertaken and participated in |
| **Commodity management** | • Ensure availability and safe custody of Occupational Therapy materials and equipment<br>• Equipment Maintenance<br>• Ensure equipment is maintained in serviceable condition at all times | ▪ # of reported instances of lost items |
| **Meetings** | • Facilitate departmental meetings<br>• Participate in HMT meetings<br>• Contribute to the work of the various committees related to Public Health | ▪ # of departmental meetings attended<br>▪ # of HMT meetings attended<br>▪ # of committee meetings attended |
| **Reports** | • Prepare and submit monthly or quarterly reports | ▪ # of reports submitted on a timely basis |
| **Working planning and performance management** | • Facilitate preparation of departmental work plan and budget based on the hospital strategic plan<br>• Prepare individual annual work plan based on department work plan | ▪ # of planned activities implemented on a monthly basis |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Degree or Diploma in Occupational Therapy<br>▪ Knowledge of modern Occupational therapy techniques (modalities) including assistive and adaptive devices and equipment<br>▪ Registered with Kenya Occupation Therapists Association | |
| **Experience** | ▪ At least three years<br>▪ Demonstrable skills and experience in occupational therapy using modern equipment and tools | |
| **Essential Skills and Competencies** | ▪ Ability to apply a broad range of occupational therapy techniques (modalities) | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Provides guidance in the development of procedures for the department<br>▪ Makes decisions regarding work processes based on established guidelines<br>▪ Prioritizes and organizes work to meet changing conditions | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other medical staff**<br><br>**HMT** | • To contribute to client treatment programme<br><br>• To consult and contribute to health service improvement and planning in the hospital | • Clients<br><br>• Visiting students and consultants | • To provide occupational therapy treatment and support<br><br>• To provide training, exchange, share medical knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# OCCUPATIONAL THERAPIST

| Job Title: | OCCUPATIONAL THERAPIST | |
|---|---|---|
| Department or Unit: | Occupational Therapy | |
| | Reports to | Occupational Therapist In Charge |
| | Supervises | Occupational therapists, and interns |
| Position summary | • Provide care and support to inpatient, outpatient and home based clients with injuries, illnesses, or disabilities through the therapeutic use of everyday activities<br>• Help clients develop, recover, and improve the skills needed for daily living and working | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Evaluation and assessment of patients | • Conduct evaluation and assessment of clients having physical disabilities, disorders or injuries | • # of clients evaluated and assessed |
| 2. Treatment and rehabilitation plan for patients | • Identify treatment goals and appropriate therapy techniques and equipment<br>• Set up a treatment plan for the clients, and instruct client, families and(other professionals involved)<br>• Provide early intervention therapy to infants and toddlers who have, or are at risk of having, developmental delays<br>• Recommend appropriate adaptive equipment in activities of daily living (ADL) and leisure<br>• Provide early intervention on psychosocial therapy and rehabilitation<br>• Design and fabricate splints and assistive Aids | • # of clients placed on a treatment programme<br>• # of clients completing treatment programme<br>• # of ward r0o.0010unds undertaken<br>• # of home visits undertaken |
| 3. Client Education | • Educate clients and their families disability prevention measures and what to expect during treatment and rehabilitation and how best to cope with the situation | # of clients and families<br>• Number of sessions conducted |
| 4. Documentation and Billing | • Ensure accurate client records documentation and billing<br>• Ensure accurate and timely client billing | • Percentage of accurate records, timely billing |
| 5. Commodity management | • Ensure availability and safe custody of Occupational Therapy materials and equipment<br>• Equipment Maintenance<br>• Ensure equipment is maintained in serviceable condition at all times | • # of reported instances of lost items<br>• # of equipment in working/ serviceable condition |

| Job Title: | OCCUPATIONAL THERAPIST | |
|---|---|---|
| **6. Meetings** | • Participate in departmental meetings<br>• Contribute to the work of the various committees related to Occupational Therapy | • # of departmental meetings attended<br>• # of committee meetings attended |
| **7. Performance management** | • Professional Development<br>• Undertake requisite professional development activities<br>• Reports<br>• Prepare and submit monthly or quarterly reports | • # of CPD activities undertaken and participated in<br>• # of reports submitted on a timely basis |
| **8. Quality assurance, safety and security** | • Ensure application of approved standards for occupation therapy services<br>• Ensure psychological and physical safety and security of clients | • # of documented safety and security measures<br>• % increase in customer satisfaction |
| **9. Training and research** | • Induct, supervise, train interns in the department<br>• Undertake research, provide support to hospital staff and external researchers undertaking research | • # of students completing internships<br>• # of research projects undertaken and participated in |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | • Certificate in Occupational Therapy<br>• Diploma in Occupational Therapy<br>• Knowledge of modern occupational therapy techniques (modalities) including and using assistive and adaptive devices and equipment<br>• Registered with Kenya Occupation Therapists Association | |
| **Experience** | • At least three years<br>• Demonstrable skills and experience in occupational therapy using modern equipment and tools | |
| **Essential Skills and Competencies** | • Ability to apply a broad range of occupational therapy techniques (modalities)<br>• And using assistive and adaptive devices and equipment | |
| **Essential Personal attributes** | • Integrity<br>• Respect for National and Gender Diversity<br>• Meritocracy<br>• Fairness<br>• Confidentiality | |
| **Authority and decision-making** | • Provides guidance in the development of procedures for the department<br>• Makes decisions regarding work processes based on established guidelines<br>• Prioritizes and organizes work to meet changing conditions | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Consultants and other medical staff** | To contribute to client treatment programme | Clients<br><br>Visiting students and consultants | To provide occupational therapy treatment and support<br><br>To provide training, exchange, share medical knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# RADIOGRAPHER IN CHARGE

| Job Title: | RADIOGRAPHER IN CHARGE | |
|---|---|---|
| Department one Unit: | Radiology | |
| | Reports to: | Medical superintendent |
| | Supervises | Radiographers |
| Position summary | Ensures smooth day to day running of the radiology department. | |

**Essential job functions and standards**

| Key Result Area | • Main Tasks | Performance Indicator |
|---|---|---|
| 1. Diagnostic procedures | • Set up and operate imaging equipment used in the medical diagnosis and treatment of patients<br>• Select proper ionizing factors for radiological diagnosis<br>• Adjusts and set radiographic controls, such as kilovoltage and milliamperage, to prescribed specifications for proper timing of exposure.<br>• Regulate the length and intensity of film exposure<br>• Under supervision of the radiologist, evaluate patients' medical information to determine patients' risk factors or appropriate procedure.<br>• Position and restrain patients; and take X-rays of patients' chest, limbs, or other parts of the body as requested by physicians.<br>• Develop, fix, wash, and dry exposed films using film processing and drying equipment.<br>• Provide ultrasound services and reports | ▪ # of X-rays and other diagnostic procedures undertaken<br>▪ # of patient records maintained<br>▪ Waiting time averagely twenty minutes |
| 2. Commodity management | • Ensure that there are adequate supplies of radiographic and photographic supplies, and equipment<br>• Maintain stocks registers of supplies<br>• Calibrate, test and maintain diagnostic imaging equipment<br>• Clean, maintain, and make minor adjustments to medical imaging equipment, including determining repairs needed | ▪ # of reported cases of stock outs<br>▪ # of registers maintained correctly<br>▪ % of equipment in working and serviceable condition<br>▪ # of equipment under a planned preventive maintenance scheme |
| 3. Meetings | • Call and chair departmental meetings<br>• Contribute to the work of the various committees related to radiology and radiography<br>• Participate in the HMT functions | ▪ # of departmental meetings attended and chaired<br>▪ # of committee meetings attended |

| Job Title: | RADIOGRAPHER IN CHARGE | |
|---|---|---|
| **4. Quality assurance, safety and security** | • Implementation, monitoring and evaluating Quality ssurance and Quality Control programs in the department<br>• Ensure radiation safety to patients and other personnel<br>• Ensure implementation of infection control procedures for the work place<br>• Maintain quantity and quality control checks to assure the unit meets standards required by law, rules, and departmental policies | ▪ # of staff routinely applying SOPs<br>▪ # of equipment in good working condition |
| **5. Training and research** | • Induct, supervise, train students and interns in the department<br>• Undertake research, provide support to hospital staff and external researchers undertaking research<br>• Undertake requisite professional development activities | ▪ # of students completing internship<br>▪ # of research projects undertaken/participated in<br>▪ # of CPD activities undertaken and participated in |
| **6. Work planning, performance management, and professional development** | • Provide guidance in the preparation of departmental work plan and budget based on the hospital strategic plan<br>• Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance | ▪ # of planned activities implemented on a monthly and quarterly basis<br>▪ # of appraisals conducted on a timely basis in each quarter |

| **Required Qualifications** | |
|---|---|
| **Academic and professional qualification** | Diploma in any of the following:<br>▪ Diagnostic Radiography or Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution |
| **Experience** | ▪ At least three years' experience in a radiography department |
| **Required license and Certificate** | ▪ Registration with the Society of Radiography in Kenya |
| **Essential skills and competencies** | ▪ Modern radiographic imaging and radiation therapy techniques<br>▪ Modern principles and practices of diagnostic imaging procedures<br>▪ Knowledge of Human Anatomy and Physiology<br>▪ Familiarity with the Society of Radiography in Kenya Code of Conduct<br>▪ Ability to lift and position patients for the type of procedure required<br>▪ Ability to set up and operate imaging and fluoroscopic equipment<br>▪ Ability to clean, maintain and make minor adjustments to equipment<br>▪ Ability to deal with staff and patients in a positive and successful manner |
| **Essential Personal attributes** | • Integrity<br>• Respect for National and Gender Diversity<br>• Meritocracy<br>• Fairness<br>• Confidentiality |

| Job Title: | RADIOGRAPHER IN CHARGE |
|---|---|
| Authority and decision-making | ▪ Prioritizes and organizes work to meet changing and multiple demands |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| Who | Why | Who | Why |
| Clinical departments | To discuss and explain findings | Clients | To provide radiology services |
| | | Visiting students and interns and researchers | To provide training, exchange, share diagnostic knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# RADIOGRAPHER

| Job Title: | RADIOGRAPHER | |
|---|---|---|
| Department or Unit: | Radiology | |
| | Reports to: | Radiographer In Charge |
| | Supervises | |
| Position summary | Test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for the diagnosis and treatment of injury, disease and other impairments. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Diagnostic procedures | • Set up and operate imaging equipment used in the medical diagnosis and treatment of patients<br>• Select proper ionizing factors for radiological diagnosis<br>• Adjusts and set radiographic controls, such as kilovoltage and milliamperage, to prescribed specifications for proper timing of exposure; regulate the length and intensity of film exposure<br>• Under supervision of the radiologist, evaluate patients' medical information to determine patients' risk factors or appropriate procedure<br>• Position and restrain patients; and take X-rays of patients' chest, limbs, or other parts of the body as requested by physicians<br>• Develop, fix, wash, and dry exposed films using film processing and drying equipment.<br>• Provide ultrasound services and reports | ▪ # of X-rays and other diagnostic procedures undertaken<br>▪ # of patient records maintained |
| 2. Equipment maintenance | ▪ Calibrate, test and maintain diagnostic imaging equipment<br>▪ Clean, maintain, and make minor adjustments to medical imaging equipment, including determining repairs needed | ▪ % of equipment in working and serviceable condition<br>▪ # of equipment under a planned preventive maintenance scheme |
| 3. Quality assurance, safety and security | • Ensure radiation safety to patients and other personnel<br>• Implement infection control procedures for the work area<br>• Maintain quantity and quality control checks to assure the unit meets standards required by law, rules, and departmental policies | ▪ # of staff routinely applying SOPs |

| Job Title: | RADIOGRAPHER | |
|---|---|---|
| **4. Training and research** | • Induct, supervise, train students and interns in the department<br>• Undertake research, provide support to hospital staff and external researchers undertaking research<br>• Undertake requisite professional development activities | ▪ # of students completing internships<br>▪ # of staff operating according to code of conduct and regulations<br>▪ # of research projects undertaken/participated in<br>▪ # of CPD activities undertaken/participated in |
| **5. Work planning, performance management, and professional development** | • Provide guidance in the preparation of departmental work plan and budget based on the hospital strategic plan<br>• Using your Job Description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance | ▪ # of planned activities implemented on a quarterly basis<br>▪ # of appraisals conducted on a timely basis in each quarter |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Diploma in any of the following professional qualifications<br>▪ Diagnostic Radiography or Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical Imaging equipment or its equivalent from a recognized Institution | |
| **Experience** | ▪ One year experience | |
| **Required license and Certificate** | ▪ Registration with the Society of Radiography in Kenya | |
| **Essential Skills and Competencies** | ▪ Modern radiographic imaging and radiation therapy techniques<br>▪ Modern principles and practices of diagnostic imaging procedures<br>▪ Knowledge of Human Anatomy and Physiology<br>▪ Familiarity with the Society of Radiography in Kenya Code of Conduct<br>▪ Ability to lift and position patients for the type of procedure required<br>▪ Ability to set up and operate imaging and fluoroscopic equipment<br>▪ Ability to clean, maintain and make minor adjustments to equipment<br>▪ Ability to deal with staff and patients in a positive and successful manner | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Prioritizes and organizes work to meet changing and multiple demands | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| Clinical departments | To discuss and explain findings | Clients<br>Visiting students and interns and researchers | To provide radiology services<br>To provide training, exchange, share diagnostic knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# BIO MEDICAL ENGINEERING TECHNOLOGIST IN-CHARGE

| Job Title: | BIO MEDICAL ENGINEERING TECHNOLOGIST IN-CHARGE | |
|---|---|---|
| Department or Unit: | Medical Engineering Department | |
| | Reports to | Health administrative officer |
| | Supervises | |
| Position summary | To ensure availability of safe and effective medical equipment's to both patients and users for proper diagnosis and treatment | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Medical equipment installation** | • Verify equipment specifications against order<br>• Undertake (or participate in the installation by suppliers), commissioning and demonstration of medical equipment<br>• Maintain register of medical equipment and location | ▪ No of medical equipment recorded in register<br>▪ No of medical equipment with user manuals |
| 2. **Maintenance of medical equipment installed** | • Perform preventive maintenance or service such as cleaning, lubricating and adjusting equipment<br>• Test and calibrate components and equipment following manufacturers' manuals and troubleshooting techniques using hand tools, power tools and measuring devices<br>• Inspect and test malfunctioning medical and related equipment following manufacturer's specifications<br>• Disassemble malfunctioning equipment, remove, repair and replace defective parts | ▪ No of medical equipment with documented maintenance schedule<br>▪ No of medical equipment maintained as per schedule<br>▪ No of medical equipment with maintenance contracts<br>▪ No of serviceable equipment not operating |
| 3. **User training on medical equipment installed** | • Explain and demonstrate correct operation and preventive maintenance of medical equipment to personnel<br>• Conduct regular training and provide engineering and technical guidance to appropriate patient care personnel on equipment operation, problems, codes standards and<br>• Maintenance | ▪ No of staff trained provided by equipment suppliers<br>▪ No of equipment with supporting user manuals<br>▪ No of routine/refresher training conducted by department staff |

| Job Title: | BIO MEDICAL ENGINEERING TECHNOLOGIST IN-CHARGE | |
|---|---|---|
| **4. Procurement of medical equipment and support services** | • Participate in the provision of technical guidance in the identification, selection, sourcing of equipment<br>• Participate in the provision of guidance and advice on service contracts and ensure performance by service providers | ▪ No of times input provided in the procurement of bio-medical equipment |
| **5. Workshop management** | • Ensure safety and security in the workshop<br>• Ensure regular maintenance of workshop equipment<br>• Ensure adequate and safe storage of workshop materials and equipment | ▪ No of staff satisfied with workshop safety and security<br>▪ No of documented safety and security procedures<br>▪ No of safety and security reminder warnings posted in strategic locations in the workshop and No of staff issued with, and using protective clothing and gear |
| **6. Environmental safety and security** | • Facilitate a safe, healthy and secure environment in the hospital | ▪ No of documented safety and security procedures<br>▪ No of serviceable fire extinguishers in place in accordance with national safety and security regulations |
| **7. Training and research** | • Induct, supervise, train interns in the department | ▪ No of students completing internships |

| **Required Qualifications** | |
|---|---|
| **Academic and professional qualification** | ▪ Bachelor's degree in medical engineering, industrial technology and registration by the association of medical engineering of Kenya |
| **Experience** | ▪ Five years as a medical engineer in busy hospital |
| **Essential skills and competencies** | ▪ Fault finding in electrical & electronics<br>▪ Technical interpretation of technical manuals<br>▪ User manuals interpretation for training<br>▪ Quality materials assessment during procurement<br>▪ Decommission of medical equipment<br>▪ Excellent communication skills, both oral and written. |
| **Essential personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |

| Job Title: | BIO MEDICAL ENGINEERING TECHNOLOGIST IN-CHARGE |
|---|---|
| **Authority and decision-making** | ▪ The job holder makes decisions on what to prioritize in case of multiple reported breakdowns (equipment's and plants) |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **User departments Ministry of works representative** | • To consult on needs, provide guidance on equipment use and maintenance<br>• To consult and coordinate maintenance of hospital buildings and installations | • Equipment suppliers<br>• Visiting students | • To consult on maintenance<br>• To provide training, exchange, share medical knowledge |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# MEDICAL SOCIAL WORKER

| Job Title: | MEDICAL SOCIAL WORKER | |
|---|---|---|
| Department or Unit: | Medical Social Work Unit | |
| | Reports to | Medical Superintendent |
| | Supervises | **Interns** |
| Position summary | To coordinate social work activities plan and direct social work programmes such as counsel, placement, home based care, rehabilitation and follow-up of patients in general but particularly sensitive cases of pandemic diseases | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Medical social work activities | • To repatriate and placement of patients abandoned in the hospital | ▪ Well filled repatriation forms |
| 2. Case management and client support | • To assess the effects of diagnosis, prognosis and future resettlement in need of support | ▪ Well filled psychosocial assessment forms |
| 3. Counseling services | • To Provide psychosocial support to patients through counseling | ▪ Number of counseled patients with psychosocial issues |
| 4. Assessment of needy patients | • Assess the socioeconomic status of needy patients | ▪ A well maintained record of all the patients assessed |
| 5. Safe handing over of abandoned babies | • Linking of abandoned children to children's department | ▪ Well filled handing over document |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Diploma in social work, sociology, mental health or psychology from a recognized institution<br>▪ Registration with Kenya Medical Social workers association (KEMSWA) |
| Experience | ▪ Three years' work experience |
| Essential Skills and Competencies | ▪ Ability to evaluate and determine psychosocial needs of patients<br>▪ Professional competence<br>▪ Ability to listen and internalize patient issues<br>▪ Ability to connect clients to resourceful institutions |
| Essential Personal attributes | ▪ Excellent communication skills, both oral and written.<br>▪ Strong team player.<br>▪ Excellent negotiation and influencing skills.<br>▪ Excellent interpersonal skills.<br>▪ Proficient in Microsoft Office packages and HRIS.<br>▪ The candidate must also be in compliance with chapter 6 of the Kenyan constitution. |

| Job Title: | MEDICAL SOCIAL WORKER |
|---|---|
| **Authority and decision-making** | ▪ The social worker is supposed to make decisions on how well to handle abandoned patients and those in need of psychosocial counseling |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Transport Manager**<br>**Medical Superintendent** | • To make transport arrangement when conducting fieldwork<br>• To approve any official activity needed for the welfare of patients | • Charitable organizations<br>• Children's Department | • To assist in placement of abandoned patients<br>• To report cases of children's who needs social services |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# HEALTH RECORDS AND INFORMATION MANAGEMENT

| Job Title: | HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER IN-CHARGE | |
|---|---|---|
| Department or Unit: | Health Records And Information | |
| | Report to | Medical superintendent |
| | Supervises | Health records and information staff, Health records students and supportive staff |
| Position summary | To facilitate quality and immediate clinical care of patient, through managing and administering health records and information services and aggregation of patient data for planning and evidence based decision making. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Ensure Data is captured at service delivery point** | • Monthly collection of all departmental workload and service delivery reports<br>• Monitoring of disease trends from the summarized reports<br>• Compilation of monthly morbidity reports | ▪ Number of departmental service delivery reports submitted<br>▪ Disease trend charts<br>▪ Number of monthly morbidity reports submitted |
| 2. **Compile in-patient statistic** | • Maintenance of inpatient bed bureau<br>• Compilation of monthly in-patient statistics from the summarized and analyzed dairy bed returns | ▪ Analyzed daily bed returns<br>▪ Number of Monthly in-patient report |
| 3. **Compute in-patient disease trends** | • Ensure proper coding and indexing using International Classification of Diseases (ICD 10) and international classification of procedures (ICPM)<br>• Compilation of monthly in-patient morbidity and mortality report<br>• Maintenance of disease index cards | ▪ Number of patient case note coded<br>▪ Number of Monthly Morbidity and Mortality report<br>▪ Completed Disease index cards<br>▪ In-patient disease trend charts |
| 4. **Maintain-patient appointment system** | • Maintenance of Scheduled patient appointments<br>• Ensure the running of consultant clinics health records office<br>• Compilation of monthly service delivery report | ▪ Up dated appointment register<br>▪ Updated patient case notes<br>▪ Number of monthly consultant clinics reports |
| 5. **Authentication of patient information** | • Confirmation of medial legal documents | ▪ Number of correspondents recorded |
| 6. **Maintenance of patient case note** | • Ensure the issuing of inpatient number and<br>• Initiation of inpatient case notes | ▪ Number of in-patient number issued<br>▪ Number of patient case note issued<br>▪ Well maintained filling system |

| Job Title: | HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER IN-CHARGE | |
|---|---|---|
| **7. Maintain records safety and confidentiality** | • Safe custody of patients' information<br>• Tracking of patients records | ▪ Secured patient information<br>▪ Completed tracer cards |
| **8. Vital registration** | • Ensure births and deaths registration forms are completed and forwarded<br>• Maintenance of births and deaths registers<br>• Acquisition of births and deaths registers (B1 &D1) | ▪ % of births and deaths registration forms submitted to registrar of births and deaths<br>▪ Up dated registers<br>▪ Number of B1&D1 |
| **9. Upload facility data into DHIS2** | • Ensure compiled facility data is uploaded into DHIS2 | ▪ Number of reports submitted in DHIS |
| **10. Training** | • Training heath records students coming for attachment from various institutions | ▪ Number of students trained |
| **11. Management of human resource within the hospital** | • Supervision and allocation of staff duties in heath records department within the hospital | ▪ Duty rooster |
| **12. Attending HMT meetings** | • Representing the records department in hospital management team meetings | ▪ Minutes of the meetings attended |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ KCSE C<br>▪ Degree in Health Records and Information from a recognized institution (Health Records and information management officer) | |
| **Experience** | ▪ Three years 'experience in health records management and management experience | |
| **Essential Skills and Competencies** | ▪ Leadership skills<br>▪ Computer proficiency skills<br>▪ Good Communication skills<br>▪ Managerial skills<br>▪ M&E skills<br>▪ Skills in bio statistics<br>▪ Analytical skills<br>▪ Motivation skills | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Authority to make duty rooster<br>▪ Sign leave forms<br>▪ Order stationery | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| Procurement officer<br><br>HMT | For acquisition of working tools<br><br>Panning, decision making, management and consultation | Civil registrar | Acquisition of births and deaths registration forms<br>Dissemination of completed birth and death registration forms. |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# HEALTH RECORDS AND INFORMATION MANAGEMENT DEPUTY INCHARGE

| | | |
|---|---|---|
| **Job Title:** | **HEALTH RECORDS AND INFORMATION MANAGEMENT DEPUTY INCHARGE** | |
| **Department and Unit:** | Health Records And Information | |
| | Report to | Health Records and Information Management in charge |
| | Supervises | health records and information staff |
| **Position summary** | To facilitate quality and immediate clinical care of patient, through managing and administering health records and information services and aggregation of patient data for planning and evidence based decision making. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **1. Ensure Data is captured at service delivery point** | • Monthly collection of all departmental workload and service delivery reports<br>• Monitoring of disease trends from the summarized reports<br>• Compilation of monthly morbidity reports | ▪ Number of departmental service delivery reports submitted<br>▪ Disease trend charts<br>▪ Number of monthly morbidity reports submitted |
| **2. Compile in-patient statistic** | • Maintenance of inpatient bed bureau<br>• Compilation of monthly in-patient statistics from the summarized and analyzed dairy bed returns | ▪ Analyzed daily bed returns<br>▪ Number of Monthly in-patient report |
| **3. Compute in-patient disease trends** | • Ensure proper coding and indexing using International Classification of Diseases ( ICD 10) and International Classification of Procedures (ICPM)<br>• Compilation of monthly in-patient morbidity and mortality report<br>• Maintenance of disease index cards | ▪ Number of patient case note coded<br>▪ Number of Monthly Morbidity and Mortality report<br>▪ Completed Disease index cards<br>▪ In-patient disease trend charts |
| **4. Maintain-patient appointment system** | • Maintenance of Scheduled patient appointments<br>• Ensure the running of consultant clinics health records office<br>• Compilation of monthly service delivery report | ▪ Up dated appointment register<br>▪ Updated patient case notes<br>▪ Number of monthly consultant clinics reports |
| **5. Maintenance of patient case note** | • Ensure the issuing of inpatient number Initiation of inpatient case notes | ▪ Number of in-patient number issued<br>▪ Number of patient case note issued<br>▪ Well maintained filling system |
| **6. Maintain records safety and confidentiality** | • Safe custody of patients' information<br>• Tracking of patients records | ▪ Secured patient information<br>▪ Completed tracer cards |

| Job Title: | HEALTH RECORDS AND INFORMATION MANAGEMENT DEPUTY INCHARGE | |
|---|---|---|
| **7. Vital registration** | • Ensure births and deaths registration forms are completed and forwarded<br>• Maintenance of births and deaths registers<br>• Acquisition of births and deaths registers (B1 &D1) | ▪ % of births and deaths registration forms submitted to registrar of births and deaths<br>▪ Up dated registers<br>▪ Number of B1&D1 |
| **8. Upload facility data into DHIS2** | • Ensure compiled facility data is uploaded into DHIS2 | ▪ Number of reports submitted in DHIS |
| **9. Training** | • Training heath records students coming for attachment from various institutions. | ▪ Number of students trained |

| **Required Qualifications** | |
|---|---|
| **Academic and Professional Qualification** | ▪ KCSE C<br>▪ Degree in Health Records and Information from a recognized institution<br>▪ (Assistance health Records and Information Management Officer) |
| **Experience** | ▪ Three years' experience in health record management |
| **Essential Skills and Competencies** | ▪ Leadership skills<br>▪ Computer proficiency skills<br>▪ Good Communication skills<br>▪ Managerial skills<br>▪ Motivation skills<br>▪ Skills in bio statistics |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Sign leave forms<br>▪ Order stationeries |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Procurement officer**<br><br>**HMT** | • For acquisition of working tools<br><br>• Planning, decision making, management and consultation | • Civil registrar | • Acquisition of births and deaths registration forms<br>• Dissemination of completed birth and death registration forms. |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS

| Job Title: | HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS | |
|---|---|---|
| Department and Unit: | Health Records And Information | |
| | Report to | Deputy health records and information officer |
| | Supervises | Interns and students |
| Position summary | To facilitate quality and immediate clinical care of patient, through maintaining proper patient bed bureau, confidentiality and security of patient information, registration and creation of patient case notes, scheduling of patient appointments and compilation of reports | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Data classification | • Coding of diseases as per international classification of diseases( ICD10) and international classification of procedures in medicine ( ICPM)<br>• Indexing of the cases coded<br>• Compilation of monthly in-patient morbidity and mortality report<br>• Monitoring of in-patient disease trends | ▪ Number of case notes coded<br>▪ Number of Complete disease index cards<br>▪ Complete morbidity and mortality report submitted<br>▪ Disease trend charts |
| 2. In- patient statistics | • Maintenance of in-patient bed bureau<br>• Compilation of monthly in-patient statistics | ▪ Balanced and summarized daily bed returns<br>▪ Number of complete in-patient report submitted |
| 3. Patients appointment system | • Scheduling of patients appointments<br>• Running consultant clinics health records office<br>• Compilation of monthly service delivery report in consultant clinics | ▪ Scheduled appointment system<br>▪ Managed consultants clinics appointment office<br>▪ Submitted consultant clinics monthly reports |
| 4. Create patient case notes | • Initiation of in-patient case note<br>• Issuing of in-patient number | ▪ Number of case notes in prepared<br>▪ Inpatient numbers in all admission case notes |
| 5. Safe custody of patient case notes | • Collection of discharged case notes<br>• Edit case notes<br>• Filing case notes<br>• Tracing and Retrieval of case notes | ▪ Number of discharged case notes received<br>▪ Number of edited case notes<br>▪ Number of filed case notes<br>▪ Number of retrieved case notes traced |

| Job Title: | HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS | |
|---|---|---|
| 6. Vital registration | • Completion of birth registration forms<br>• Completion of death registration forms<br>• Registration of completed forms | ▪ Number of birth registration forms complete<br>▪ Number of death registration forms complete<br>▪ Number of birth and death forms registered |
| 7. Operate Hospital Reception | • Registration of patients<br>• Directing patients<br>• Compilation of Monthly workload report<br>• Compilation of Monthly Morbidity report | ▪ Number of patients registered<br>▪ Patient informed of their destinations<br>▪ Number of monthly workload reports submitted<br>▪ Number of Monthly reports submitted |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ KCSE C-<br>▪ Certificate in Health Records and Information | |
| **Experience** | ▪ Attachment underwent during the training | |
| **Essential Skills and Competencies** | ▪ Computer skills<br>▪ Skill in bio statistics<br>▪ Communication skills | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **All departments** | • For proper data collection and consultation | • Patients | • Generation of information through registration |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

# MEDICAL LABORATORY OFFICER IN CHARGE

| Job Title: | MEDICAL LABORATORY OFFICER IN CHARGE | |
|---|---|---|
| Department/Unit: | Laboratory | |
| | Report To | Medical Superintendent |
| | Supervises | Laboratory staff, quality assurance officer, students and support staff |
| Position summary | To coordinate the laboratory activities in County Referral Hospital | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Commodity management | • To ensure availability of laboratory commodity | ▪ Number of bin card updated and % of reduced stock out |
| 2. Standard performance | • To ensure the laboratory quality and standard in the laboratory | ▪ Number of test done internal quality control |
| 3. Mentorship and Supervision. | • To offer mentorship to medical laboratory technologists | ▪ Record on number times supervision done |
| 4. Record keeping in the laboratory | • To maintain proper record in the laboratory | ▪ Quality and updated records |
| 5. Quality Control | • To analyze both Internal Quality Control(IQC) and External Quality Control(EQC<br>• To analyze PT panels done and results sent back<br>• To interpret and do corrective action on IQC and EQC | ▪ Number of internal and external QC done<br>▪ Number PT done and feedback received<br>▪ Number of documented evidence on IQC and EQC |
| 6. Policy Implementation. | • To ensure policy are implemented while performing laboratory test | ▪ Number of SOPS and guidelines in place and documented evidence of their use |
| 7. Compile and disseminate the data | • To ensure availability of compiled and disseminate data | ▪ Number of complete and timely data |
| 8. Issue of HIV commodities | • To issue HIV commodities to testing site in the hospital | ▪ Update S11 and bin card |

**Required Qualifications**

| | |
|---|---|
| Academic and Professional Qualification | ▪ Degree in medical laboratory science from a recognized institution for county Referral Hospital and minimum of Diploma in medical Laboratory sciences for district Referral Hospital and District Hospitals<br>▪ Registration with Kenya medical laboratory and technician board |
| Experience | ▪ Three years' experience in a busy hospital |

| Job Title: | MEDICAL LABORATORY OFFICER IN CHARGE |
|---|---|
| **Essential Skills and Competencies** | ▪ Competency in medical(Biochemistry,microbiology,parasitology,hematology,histology and blood transfusion)<br>▪ Have managerial skills<br>▪ Computer literate |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect<br>▪ for National/Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Authority to work as prescribed by the law governing laboratory |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Clinician**<br><br>**Clients** | • Inter departmental consultation<br><br>• Educational and Counseling | • Patient relatives<br><br>• Machine and commodity vendors | • Consultation and explaining<br><br>• Commodity requisition, machine calibration and maintenance |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# MEDICAL LABORATORY OFFICER

| Job Title: | MEDICAL LABORATORY OFFICER | |
|---|---|---|
| Department or Unit: | Laboratory | |
| | Report to | Medical Laboratory officer In Charge |
| | Supervises | Medical Laboratory Technologists |
| Position summary | To produce quality, reliable and timely results to all client to enhance proper, diagnose, management, monitoring and treatment of the patients<br>Plan, manage and supervise the activities in the laboratory | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| | | |
| 1. **Laboratory procedure and tests** | • Establish procedures for collection, processing, labeling handling, storage and transportation of specimen for internal testing or referral<br>• Prepare patient and collect samples<br>• To perform safe phlebotomy<br>• Provide guidance in preparation of stain reagents, media and solution necessary for all laboratory tests<br>• Perform routine and complex laboratory procedures involving and automated techniques<br>• Ensure to physicians ,patient and researchers | ▪ Number of laboratory (SOPS)<br>▪ Number of test done by self and lab team |
| 2. **Requisition and correction of blood for blood transfusion** | • To order for blood from regional and satellite blood transfusion centers | ▪ Number of pint of blood collected<br>▪ Reduced number of stock out |
| 3. **Blood campaign** | • To liaise with satellite and regional blood transfusion for blood donor campaign | ▪ List of place and date blood campaign done |
| 4. **Machine installation and routine maintenance** | • Facilitate in installation of new equipment<br>• To clean, calibrate the machine and equipment and the log filling | ▪ Equipment in working a serviceable condition |
| 5. **Safety and security** | • Establish and ensure adherence to personal safety and environmental protection | ▪ Number of documented safety, security and environmental procedures<br>▪ Reduced number of accident/ incidents that could have been avoided |
| 6. **Record and dispatch the results** | • Record, validate and dispatch the results to clients, patient and clinicians | ▪ Number of test recorded and timely dispatch |

| Job Title: | MEDICAL LABORATORY OFFICER | |
|---|---|---|
| **7. Training and research** | • Induct supervise and train new employee and intern in the department<br>• Undertake and participate in surveillance, research activities and provide support to hospital strategic plan<br>• Undertake requisite professional development | ▪ Number of student successfully complete internship<br>▪ Number of research project undertaken<br>▪ Number who have participated in seminar, workshop and CME |
| **8. Packaging and transportation of referral specimens** | • To process triple package and referrer the samples | ▪ Number of sapless referred samples |
| **9. Quality Control and assurance** | • Establish and ensure adhere to QC and QC Procedures<br>• To analyze both internal quality control(IQC) and external quality control(EQC)<br>• To interpret and do corrective action on IQC and EQC | ▪ Number of internal and external QC done<br>▪ Number of documented evidence on IQC and EQC |
| | • HIV PT panel testing | ▪ Number of time PT done, result sent back and feedback received |
| **10. Competency test** | • To undertake competency assessment twice to newly employed and once to other staff | ▪ Documented evidence of competency |
| **11. Guidelines implantation** | • implemented SOPS while performing laboratory test | ▪ Complete SOPS training log and documented evidence of their use |
| **12. Compile and disseminate the data** | • To ensure availability of compiled and disseminate data | ▪ Number of complete and timely data |
| **13. Receiving referral sample results.** | • Download log in the results and dispatch the results | ▪ Number of results log in and dispatched to patient file |
| **14. Work planning and performance management** | • Facilitate the preparation of departmental work plan and budget based on the hospital strategy plan<br>• Prepare individual annual work plan based on departmental work plan<br>• To use job description and work plan and in consultation with supervisor, continually appraise oneself and ratify short coming or suggest necessary assistance | ▪ Number of planned activities implemented on monthly basis<br>▪ Number of appraisal conducted annually |

| Job Title: | MEDICAL LABORATORY OFFICER |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | ▪ Certificate in KCSE with C plain and above<br>▪ Bachelor's degree in medical laboratory sciences from approved institution with KMLTTB<br>▪ Registration with Kenya medical laboratory and technician board<br>▪ Valid practicing license from medical laboratory and technician board |
| **Experience** | ▪ Undergone internship in a busy laboratory for at least 6 months |
| **Essential Skills and Competencies** | ▪ Technical Competency in medical (Biochemistry, microbiology, parasitology, hematology, histology and blood transfusion)<br>▪ Computer literate |
| **Essential Personal attributes**<br>▪ | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority/Decision Making** | Personal confidence and interpersonal consultation for decision Making |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Clinician**<br>**Laboratory staffs** | Inter departmental consultation<br><br>Educational and counseling | Patient relatives<br>Clients<br><br>Machine and commodity vendors | Consultation and explaining<br><br>Commodity requisition, machine calibration and maintenance |

## Acknowledgement approval

Job Description approved by

Nameofsupervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....'.....Signature.....Date.....

# MEDICAL LABORATORY TECHNOLOGIST

| Job Title: | MEDICAL LABORATORY TECHNOLOGIST | |
|---|---|---|
| Department or Unit: | Laboratory | |
| | Report to | Laboratory In Charge |
| | Supervises | |
| Position summary | • To produce quality, reliable and timely results to all client to enhance proper, diagnose, management, monitoring and treatment of the patients<br>• Plan, manage and supervise the activities in the laboratory | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| | | |
| 1. Laboratory procedure and tests | • Establish procedures for collection, processing, labeling handling, storage and transportation of specimen for internal testing or referral<br>• Prepare patient and collect samples<br>• To perform safe phlebotomy<br>• Provide guidance in preparation of stain reagents, media and solution necessary for all laboratory tests<br>• Perform routine and complex laboratory procedures involving and automated techniques<br>• Ensure to physicians, patient and researchers | ▪ Number of laboratory (SOPS)<br>▪ Number of test done by self/lab team |
| 2. Requisition and correction of blood for blood transfusion | • To order for blood from regional and satellite blood transfusion centers | ▪ Number of pint of blood collected<br>▪ Reduced number of stock out |
| 3. Blood campaign | • To liaise with satellite and regional blood transfusion for blood donor campaign | ▪ List of place and date blood campaign done |
| 4. Machine installation and routine maintenance | • Facilitate in installation of new equipment<br>• To clean, calibrate the machine and equipment and the log filling | ▪ Equipment in working a serviceable condition |
| 5. Safety and security | • Establish and ensure adherence to personal safety and environmental protection | ▪ Number of documented safety, security and environmental procedures<br>▪ Reduced number of accident and incidents that could have been avoided |
| 6. Record and dispatch the results | • Record, validate and dispatch the results to clients, patient and clinicians | ▪ Number of test recorded and timely dispatch |

| Job Title: | MEDICAL LABORATORY TECHNOLOGIST | |
|---|---|---|
| **7. Training and research** | • Induct supervise and train new employee and intern in the department<br>• Undertake and participate in surveillance, research activities and provide support to hospital strategic plan<br>• Undertake requisite professional development | ▪ Number of student successfully complete internship<br>▪ Number of research project undertaken<br>▪ Number who have participated in seminar, workshop and CME |
| **8. Packaging and transportation of referral specimens** | • To process triple package and referrer the samples | ▪ Number of sapless referred samples |
| **9. Quality Control and assurance** | • Establish and ensure adhere to QC and QC Procedures<br>• To analyze both internal quality control(IQC) and external quality control(EQC)<br>• To interpret and do corrective action on IQC and EQC | ▪ Number of internal and external QC done<br>▪ Number of documented evidence on IQC and EQC |
| | • HIV PT panel testing | ▪ Number of time PT done, result sent back and feedback received |
| **10. Competency test** | • To undertake competency assessment twice to newly employed and once to other staff | ▪ Documented evidence of competency |
| **11. Guidelines implantation** | • implemented SOPS while performing laboratory test | ▪ Complete SOPS training log and documented evidence of their use |
| **12. Compile and disseminate the data** | • To ensure availability of compiled and disseminate data | ▪ Number of complete and timely data |
| **13. Receiving referral sample results.** | • Download log in the results and dispatch the results | ▪ Number of results log in and dispatched to patient file |

| Job Title: | MEDICAL LABORATORY TECHNOLOGIST | |
|---|---|---|
| 14. Work planning and performance management | • Facilitate the preparation of departmental work plan and budget based on the hospital strategy plan<br>• Prepare individual annual work plan based on departmental work plan<br>• To use job description and work plan and in consultation with supervisor, continually appraise oneself and ratify short coming or suggest necessary assistance | ▪ Number of planned activities implemented on monthly basis<br>▪ Number of appraisal conducted annually |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Certificate in KCSE with C plain and above<br>▪ Have under taken either of the following entry professional qualification<br>▪ Certificate in medical laboratory sciences from approved institution with KMLTTB<br>▪ Diploma in medical laboratory sciences from approved institution with KMLTTB<br>▪ Degree in medical laboratory science from a recognized institution with the KMLTTB<br>▪ Registration with Kenya medical laboratory and technician board | |
| **Experience** | ▪ Undergone internship in a busy laboratory for at least 6 months | |
| **Essential Skills and Competencies** | ▪ Technical Competency in medical (Biochemistry, microbiology, parasitology, hematology, histology and blood transfusion<br>▪ Computer literate | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Personal confidence and interpersonal consultation for decision Making | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Clinician**<br>**Laboratory staffs** | Inter departmental consultation<br>Educational and counseling | Patient relatives<br>Clients<br>Machine and commodity vendors | Consultation and explaining<br>Commodity requisition, machine calibration and maintenance |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# MEDICAL LABORATORY TECHNICIAN

| Job Title: | MEDICAL LABORATORY TECHNICIAN | |
|---|---|---|
| Department or Unit: | Laboratory | |
| | Report to | Medical Laboratory Technologist |
| | Supervises | |
| Position summary | To produce quality, reliable and timely results to all client to enhance proper, diagnose, management, monitoring and treatment of the patients<br>Plan, manage and supervise the activities in the laboratory | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| | | |
| 1. **Laboratory procedure and tests** | • Establish procedures for collection, processing, labeling handling, storage and transportation of specimen for internal testing or referral<br>• Prepare patient and collect samples<br>• To perform safe phlebotomy<br>• Provide guidance in preparation of stain reagents, media and solution necessary for all laboratory tests<br>• Perform routine and complex laboratory procedures involving and automated techniques<br>• Ensure to physicians, patient and researchers | ▪ Number of laboratory (SOPS)<br>▪ Number of test done by self and lab team |
| 2. **Requisition and correction of blood for blood transfusion** | • To order for blood from regional and satellite blood transfusion centers | ▪ Number of pint of blood collected<br>▪ Reduced number of stock out |
| 3. **Blood campaign** | • To liaise with satellite and regional blood transfusion for blood donor campaign | ▪ List of place and date blood campaign done |
| 4. **Machine installation and routine maintenance** | • Facilitate in installation of new equipment<br>• To clean, calibrate the machine and equipment and the log filling | ▪ Equipment in working a serviceable condition |
| 5. **Safety and security** | Establish and ensure adherence to personal safety and environmental protection | ▪ Number of documented safety, security and environmental procedures<br>▪ Reduced number of accident/ incidents that could have been avoided |

| Job Title: | MEDICAL LABORATORY TECHNICIAN | |
|---|---|---|
| **6. Record and dispatch the results** | • Record, validate and dispatch the results to clients, patient and clinicians | ▪ Number of test recorded and timely dispatch |
| **7. Training and research** | • Induct supervise and train new employee and intern in the department<br>• Undertake and participate in surveillance, research activities and provide support to hospital strategic plan<br>• Undertake requisite professional development | ▪ Number of student successfully complete internship<br>▪ Number of research project undertaken<br>▪ Number who have participated in seminar, workshop and CME |
| **8. Packaging and transportation of referral specimens** | • To process triple package and referrer the samples | ▪ Number of sapless referred samples |
| **9. Quality Control and assurance** | • Establish and ensure adhere to QC and QC Procedures<br>• To analyze both internal quality control(IQC) and external quality control(EQC)<br>• To interpret and do corrective action on IQC and EQC<br>• HIV PT panel testing | ▪ Number of internal and external QC done<br>▪ Number of documented evidence on IQC and EQC<br>▪ Number of time PT done, result sent back and feedback received |
| **10. Guidelines implantation** | • implemented SOPS while performing laboratory test | ▪ Complete SOPS training log and documented evidence of their use |
| **11. Compile and disseminate the data** | • To ensure availability of compiled and disseminate data | ▪ Number of complete and timely data |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ KCSE with C plain and above<br>▪ Certificate in medical laboratory science from a recognized institution with the KMLTTB<br>▪ Registration with Kenya medical laboratory and technician board<br>▪ Valid practicing license from medical laboratory and technician board | |
| **Experience** | ▪ Undergone internship in a busy laboratory for at least 6 months | |
| **Essential Skills and Competencies** | ▪ Technical Competency in medical (Biochemistry, microbiology, parasitology, hematology, histology and blood transfusion)<br>▪ Computer literate | |

| Job Title: | MEDICAL LABORATORY TECHNICIAN |
|---|---|
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National/Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Personal confidence and interpersonal consultation for decision Making |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Clinician Laboratory staffs** | • Inter departmental consultation<br>• Educational and counseling | • Patient relatives Clients<br>• Machine and commodity vendors | • Consultation and explaining<br>• Commodity requisition, machine calibration and maintenance |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# BIOSAFETY BIOSECURITY OFFICER

| Job Title: | BIOSAFETY BIOSECURITY OFFICER | |
|---|---|---|
| Department and Unit: | Laboratory | |
| | Report to | Medical Laboratory Officer In-charge |
| | Supervises | Laboratory staff, students and Support staff |
| Position summary | To develop, maintain and monitor an effective laboratory programme to promote safe laboratory practices. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. To ensure Laboratory safety manual and procedures are in place | Establish procedures for handling, storage, transportation and disposal of laboratory waste | ▪ Number of laboratory (SOPS) and their implementation |
| 2. Ensure Laboratory Machine and equipment are decontaminate | • To oversee cleaning and daily maintenance of laboratory machine and equipment | ▪ Number of daily maintenance log filled and approved |
| 3. To ensure Safety and security in the laboratory | • Establish and ensure adherence to personal safety by use of personal protective clothing and environmental protection | ▪ Number of documented safety, security and environmental procedures<br>▪ Reduced number of accident/ incidents that could have been avoided<br>▪ Documented evidence of proper clothing |
| 4. Orientate new staff and student on biosafety and biosecurity in the laboratory | • Induct supervise and train new employee and intern in the department | ▪ Number of staff and student orientated |
| 5. Packaging and transportation of referral specimens | • To oversee the referral specimen triple packaged before referral | ▪ Number of triple packaged sapless referred samples |
| 6. Ensure biosafety and biosecurity guidelines are implemented | • implemented SOPs while working in the laboratory | ▪ Complete SOPS training log and documented evidence of their use |
| 7. To oversee the cleanliness in the laboratory | • Unsure laboratory in cleaned daily, dusting, clatters are removed and machines and equipment are cleaned daily | ▪ Number of the documented evidence of cleanliness |

| Job Title: | BIOSAFETY BIOSECURITY OFFICER | |
|---|---|---|
| 8. To ensure proper waste segregation and disposal of the laboratory waste | • Ensure there are bin and bin liners in every department in the laboratory and proper waste segregation and disposal | ▪ Number of documented waste generated |
| 9. Archive and secure the laboratory | • To safe and secure the reference organism to avoid risk of theft by bioterrorist | ▪ Documented evidence of organism security |
| 10. To attend hospital biosafety meetings | • Attend biosafety meeting and give feedback in laboratory meetings | ▪ Number of implemented action plan from biosafety meeting |
| 11. To participate in biosafety risk assessment | • To plan and conduct bio risk assessment and the draw an action plan and implement | ▪ Number of implemented action plan for bio risk assessment |

| Required Qualifications | |
|---|---|
| Academic and Professional Qualification | ▪ KCSE with C plain and above or equivalent<br>▪ Diploma in medical laboratory science from a recognized institution with the KMLTTB<br>▪ Biosafety and biosecurity training<br>▪ Registration with Kenya medical laboratory and technician board<br>▪ Valid practicing license from medical laboratory and technician board |
| Experience | ▪ Work in the a busy laboratory for at least 1 year |
| Essential Skills and Competencies | ▪ Technical Competency in medical (Biochemistry, microbiology, parasitology, hematology, histology and blood transfusion)<br>▪ Computer literate |
| Essential Personal attributes | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| Authority and decision-making | ▪ Personal confidence and interpersonal consultation for decision Making |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| Who | Why | Who | Why |
| • Clinician<br>• Laboratory staffs | • Inter departmental consultation<br>• Educational and counseling | • Fire and safety officer<br>• Machine and commodity vendors | • Consultation<br>• Commodity requisition, machine calibration and maintenance |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# QUALITY ASSURANCE OFFICER

**Job Title:** **QUALITY ASSURANCE OFFICER**

| | | |
|---|---|---|
| **Department and Unit:** | Laboratory | |
| | Report to | Laboratory In charge |
| | Supervises | |
| | | |
| **Position summary** | To offer quality laboratory service to all client and laboratory tests that are acceptable internationally | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Quality testing** | To ensure internal quality control is done to all laboratory tests | ▪ Number of tests done IQC |
| 2. **Calibration of machines** | • To make sure Laboratory machines are calibrated | ▪ Number of machine done calibrations |
| 3. **Quality reagent** | • To validate and recommend the reagents to be procured | ▪ Percentage of reagents validated |
| 4. **Quality document** | • To prepare and archive the quality documents | ▪ The numbers of SOPS, forms and manual made |
| 5. **Training on quality** | • To liaise with the laboratory in charge and ensure the lab staff are trained on quality | ▪ The number of documented evidence of the training |
| 6. **Quality annual plan** | • To develop laboratory annual plan | ▪ The annual plan in place and in use |
| 7. **Competency assessment** | To conduct competency assessment twice a year for new and once a year for older staff | ▪ Percentage of number of staff done quality assessment |
| 8. **External quality assessment** | • To ensure laboratory conduct external quality assessment | ▪ Percentage of the tests done EQA |
| 9. **Quality audit** | • The lease with the laboratory manager and conduct internal quality audit in the laboratory | ▪ Number of times quality assessment done |
| 10. **Corrective action** | • Ensure corrective plan is done in all non-conformities in the laboratory | ▪ The percentage number of corrective action plan |
| 11. **Mentorship** | • To mentor student and new staff | ▪ The number times mentorship done |
| 12. **Coordination of accreditation** | • To liaise with county partners and county coordinator on matters of accreditation | ▪ Number of meetings held |
| 13. **Quality guidelines** | • To ensure the laboratory follow quality guidelines and standard | ▪ %of lab compliance to guidelines and standard |

| Job Title: | QUALITY ASSURANCE OFFICER |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | ▪ KCSE certificate with C Plain and above<br>▪ BSc in medical laboratory sciences from an approved institution with KMLTTB<br>▪ Have undergone SLAMTA 1, SLAMTA 2 and SLAMTA 3<br>▪ Have registered with KMLTTB |
| **Experience** | ▪ 3 years' experience in a busy hospital |
| **Essential Skills and Competencies** | ▪ Have done mentorships in accreditation process<br>▪ Self-motivated<br>▪ Interpersonal relationship<br>▪ Good communication skills |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ Has authority to make decision in the matter of quality independently<br>▪ Report to laboratory in charge on technical matters and to the Medical superintendent on matter of quality |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| ▪ Clinicians | ▪ Inter-departmental consultative | ▪ Partners | ▪ Meeting<br>▪ Training<br>▪ mentorship |
| ▪ Laboratory staff | ▪ Coordination of activities | ▪ Reagents and Machine vendors | ▪ Procurements<br>▪ calibration |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# HOSPITAL ACCOUNTANT

| Job Title: | HOSPITAL ACCOUNTANT | |
|---|---|---|
| Department or Unit: | Finance | |
| | Reports to: | Hospital Administrative officer |
| | Supervises | Accountant, clerks and support staff |
| Position summary | Ensure effective planning, management and control of financial resources in accordance with government financial and accounting procedures.<br>Prepare accounting reports in accordance with hospital and government financial and accounting regulations. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Revenue management | • Develop, implement and maintain revenue collection, recording and banking procedures<br>• Supervise revenue collection, recording and banking<br>• Ensure government flagship project funds are utilized within the applicable financial year | ▪ % contribution of internally generated funds to hospital budget<br>▪ % proportion of flagship project funds utilized in applicable financial year |
| 2. Management of payables | • Maintain an updated schedule of payables<br>• Ensure that payments are made in accordance with hospital policies and procedures | ▪ Amount of money owed to third parties beyond agreed/contractual credit periods |
| 3. Cash management | • Ensure that banking of cash collections is conducted in accordance e with established policies and procedures | ▪ # of reported instances of attempted or actual loss of cash collections |
| 4. Management of fixed assets | • Develop, implement and maintain a hospital asset management policy<br>• Maintain register of hospital assets ensure that movable assets are appropriately tagged/labeled | ▪ # of discrepancies found between assets register and accounting records<br>▪ # of assets tagged |
| 5. Financial reports | • Monthly Collection Report<br>• Monthly, quarterly and annual management and financial reports | ▪ # of financial reports tabled at HMT/EEC meetings.<br>▪ # of financial reports submitted on time |
| 6. Work planning | • Facilitate the development of departmental work plan and budget based on the hospital strategic plan<br>• Prepare individual annual work plan based on department work plan | ▪ # of planned activities implemented on a monthly basis |

| Job Title: | HOSPITAL ACCOUNTANT | |
|---|---|---|
| 7. Meetings | • Facilitate departmental meetings<br>• Participate in HMT meetings and contribute to the work of the HMT<br>• Participate in the work of other committees as requested | ▪ # of meetings departmental meetings held<br>▪ # of other meetings participated in |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Certified Public Accountants (CPA) II or III<br>▪ Knowledge of government financial and accounting procedures<br>▪ Deep no knowledge of accounting practices and tax regulations | |
| **Work Experience** | ▪ At least three years' experience | |
| **Required license & Certificate** | ▪ | |
| **Essential Skills and Competencies** | ▪ Analytical skills and use of spread sheets and databases<br>▪ Manual and computerized accounting systems | |
| **Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Develops and implements departmental work plans<br>▪ Monitor revenue and equipment reviews payments documents to ensure adherence to procedure and tax regulations | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Other Departments** | To provide support in budget development<br><br>To provide revenue and expenditure reports | Suppliers | To make and provide payments Payment information |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# SUPPLY CHAIN MANAGEMENT OFFICER IN-CHARGE

| Job Title: | SUPPLY CHAIN MANAGEMENT OFFICER IN-CHARGE | |
|---|---|---|
| Department/Unit: | Procurement | |
| | Reports To: | Medical Superintendent |
| | Supervises | Supply chain staff, clerks and support staff |
| Position summary | To facilitate procurement of goods, works and services as and when required by user departments, ensuring optimum stock levels are kept for all items | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. **Inventory management** | • Ensure that goods received are posted to a bin card<br>• Ensure maintenance of stores issues register<br>• Ensure safety and security of stocks held in the stores<br>• Stock ventilation (Inspection)<br>• Perform stock verification checks (quarterly or twice a year)<br>• Identification of slow moving items<br>• Conduct stock taking twice every financial year (June and December) | ▪ No of times register records tally with stock balances<br>▪ No of times stock verification conducted<br>▪ No of times stock taking conducted |
| 2. **Procurement Committees** | • Implementation of Public Procurement and Disposal Act, 2005 and Regulations 2006<br>• Facilitate the work and meetings of the various procurement committees including:-<br>• Tender, Procurement,<br>• Disposal , Receiving and Acceptance , Evaluation,<br>• Tender and Quotation opening<br>• Market Survey Committees | ▪ No of committees whose membership composition is in contravention of the Public Procurement and Disposal Act,2005 and Regulations 2006 |
| 3. **Disposal of unserviceable, expired, obsolete or surplus stores, equipment and motor vehicles** | • In consultation with the Hospital Superintendent and the Disposal Committee, coordinate disposal of unserviceable, expired, obsolete or surplus stores, equipment and motor vehicles in accordance with the Public Procurement Disposal Act, 2005 and Regulations 2006 | ▪ No of unserviceable expired, obsolete items held in stock<br>▪ Proportion of storage space taken by no of unserviceable, expired, obsolete items held in stock |

| Job Title: | SUPPLY CHAIN MANAGEMENT OFFICER IN-CHARGE | |
|---|---|---|
| **4. Procurement of goods and services** | • Ensure that purchases made by the hospital are received within agreed lead times<br>• Ensure that all the goods supplied are inspected by the Inspection and Acceptance Committee and a user representative where applicable before they are received into the stores<br>• Ensure that only goods, works or services that meet quality standards and specified conditions shall be received in the hospital stores | ▪ No of complaints received from user departments<br>▪ No of items rejected/ returned to stores by user departments<br>▪ All goods and services delivered meet quality standards |
| **5. Registers** | • Open and maintain the following registers:-<br>• Quotations register<br>• Tender register<br>• Tender Opening register<br>• LPO/LSO register<br>• LPO movement register<br>• File movement register | ▪ Availability of well updated registers |
| **6. Training and research** | • Induct, supervise, train interns in the department<br>• Undertake research, provide support to hospital staff and external researchers undertaking research | ▪ No of students completing internships<br>▪ No of research projects undertaken and participated in |
| **Required Qualifications** | | |
| **Academic and Professional Qualification** | ▪ Diploma in supplies management, Registration with Kenya Institute of Supplies Management | |
| **Experience** | ▪ Three years' experience in related field | |
| **Essential Skills and Competencies** | ▪ Conversant with Public Procurement and Disposal Act and the Regulations | |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality | |
| **Authority and decision-making** | ▪ Participants in the development of procedures for the department<br>▪ Makes decisions regarding work processes based on established guidelines<br>▪ Prioritizes and organizes work to meet changing conditions | |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Medical Superintendent** | Seeking authority for various transactions | County Chief Supply Chain Officer | Authority for procurement |
| **Hospital Administrative Officer** | Official matters | Chief officer, county health | County AIE holder for health |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# ADMINISTRATIVE ASSISTANT/SECRETARY

| Job Title: | ADMINISTRATIVE ASSISTANT/SECRETARY | |
|---|---|---|
| Department or Unit: | Administration | |
| | Reports to: | Medical superintendent |
| | Supervises | Subordinate Staff, Clerical Officers and Casuals |
| Position summary | Provide secretarial and administrative support in various departments in order to ensure that support services are provided in an effective and efficient manner | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Secretarial and administrative support | • Answer telephone and electronic enquires and relay telephone calls and messages<br>• Greet visitors, ascertain nature of visit and direct them to appropriate officer | ▪ Updated Visitors book |
| 2. Mail correspondence | • Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and stakeholders | ▪ Updated mail register |
| 3. Office management | • Prepare, key in, edit and proof read correspondence<br>• Determine and establish office procedures | ▪ No of returned inaccurate correspondence |
| 4. Office stationery | • Order office supplies and maintain inventory | ▪ Availability of stationery in the office |
| 5. Filing of documents | • Set up and maintain manual and computerized information filing systems | ▪ No loose documents in the trays and neat files |
| 6. Office security | • Ensure office equipment and documents are secure | ▪ Locked office and secured cabinets |
| 7. Reporting | • Participate in the compilation of data, statistics and other information | ▪ Timely completion of reports |

**Required Qualifications**

| | |
|---|---|
| Academic and | ▪ Form four certificate with minimum of grade C-<br>▪ Craft certificate in secretarial studies from Kenya National Examination Council<br>▪ Business Education Single & Group certificates Stages I, II & III from Kenya National Examination Council |

| Job Title: | ADMINISTRATIVE ASSISTANT/SECRETARY |
|---|---|
| **Professional Qualification** | ▪ Diploma/Higher Diploma in Secretarial Studies from Kenya National Examination Council or equivalent qualifications from a recognized institution |
| **Experience** | ▪ Minimum one year |
| **Essential Skills and Competencies** | ▪ Computer literate<br>▪ Able to operate office equipment such as scanners, copiers and phone system<br>▪ Good communication skills<br>▪ Punctual, meticulous and reliable |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Authority and decision-making** | ▪ The Job holder is accountable for own decisions and actions<br>▪ He/she makes routine operational and technical decisions in consultations with the supervisor<br>▪ Is expected to exercise initiative, discretion and be proactive in carrying out of duties. |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Staffs** | To distribute mail/provide information | Clients, visiting students and consultants | To provide guidance/ information on hospital operation |
| **Patients** | To direct them accordingly | | |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# CLERICAL OFFICER

| | | |
|---|---|---|
| **Job Title:** | **CLERICAL OFFICER** | |
| **Department or Unit:** | Administration | |
| | Reports to: | Hospital Administrative Officer |
| | Supervises | Students |
| **Position summary** | To contribute in ensuring effective and efficient provision of administrative support services in the hospital | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| **1. Records and information management** | • Ensure hospital registry is functional at all times with efficient file retrieval and updating processes<br>• Ensure all administrative correspondence to and from the hospital is properly filed in the administration files.<br>• Ensure that correspondence or information about individual members of staff is filed in their respective personnel files<br>• Ensure confidentiality of information is maintained | ▪ # of files with complete records<br>▪ # of staff reporting satisfaction with registry services |
| **2. File Movement** | • Ensure that appropriate registers are maintained to track file movements | ▪ # of reported cases of missing files<br>▪ # of staff reporting satisfaction with registry services |
| **3. Storage and Archival of documents** | • Ensure that active and closed files are maintained in a safe and secure manner maintained for tracking file movements | ▪ Documented file tracking or archived documents |
| **4. Office mail** | • Sort and deliver incoming mail to respective departments<br>• Ensure that outgoing mail are posted and delivered as soon as possible | ▪ # of reported cases of lost correspondence<br>▪ # of staff reporting satisfaction with registry services |

| Job Title: | CLERICAL OFFICER |
|---|---|
| **Required Qualifications** | |
| **Academic and Professional Qualification** | ▪ Kenya Certificate of Secondary education ( C-) |
| **Essential Skills and Competencies** | ▪ Proficient knowledge in office administration<br>▪ Thorough understanding of hospital policies and procedures<br>▪ Able to operate office equipment such as scanners, copiers, phone system, internet<br>▪ Good record keeping skills<br>▪ Punctual, meticulous and reliable |
| **Essential Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **Other department** | To avail files and distribute mails | Visiting students interns | To provide information on registry operations |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# ARTISAN

| Job Title: | ARTISAN | |
|---|---|---|
| Department or Unit: | Medical Engineering or Maintenance Unit | |
| | Reports to: | Senior Medical Engineer |
| | Supervises | Interns |
| Position summary | Participate in the delivery of quality health care by ensuring that Building and non-Medical Installations and fittings as such plumbing, Carpentry and Glazing systems in the hospital are functional and in serviceable condition at all times. | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Building fittings installation | • Verify Building Fitting specifications against order<br>• Undertake (or participate in the installation by Contractors), and demonstration of buildings constructions and renovation<br>• Maintain register of building fittings and location | ▪ # of building fittings recorded in register |
| 2. Building fittings maintenance | • Perform preventive maintenance or service such as cleaning, lubricating and adjusting fittings | ▪ # of fittings with a documented maintenance schedule<br>▪ # of fittings maintained as per schedule |
| 3. Procurement of building fittings and support services | • Participate in the provision of technical specifications & guidance in the identification, selection of fittings | ▪ # of times input provided in the procurement of fittings |
| 4. Workshop management | • Observe safety and security in the workshop and ensure adherence to workshop safety and procedures<br>• Undertake and supervise regular maintenance of workshop fittings<br>• Ensure adequate and safe storage of workshop materials and equipment | ▪ % of staff satisfied workshop safety and security<br>▪ # of documented safety and security procedures<br>▪ # of safety and security reminder warnings posted in strategic locations in the workshop<br>▪ # of staff issued with, and using protective clothing and gear |
| 5. Maintenance of hospital buildings and non-medical installations | • Undertake routine inspections of the assigned areas, repair, and maintain structures such as furniture, partitions, counters, cabinets, doors, windows, ceilings, plumbing fittings and structures in the hospital | ▪ % of assigned work completed<br>▪ # of broken down but serviceable fixtures and fitting not in use |

| Job Title: | ARTISAN | |
|---|---|---|
| 6. Work planning | • Participate in the development of departmental work plan and budget based on the hospital strategic plan<br>• Prepare individual annual work plan based on department work plan | ▪ # of planned activities implemented on a monthly basis |
| 7. Performance management | • Using job description and work plan, continually fill and submit self-appraisal forms to the in charge and rectify any shortcomings or suggest necessary assistance | ▪ # of appraisals conducted on a timely basis in each quarter |
| 8. Reporting | • Prepare and submit reports as required | ▪ # of reports submitted on a timely basis |
| 9. Occupational Safety and Security | • Adhere to stipulated Occupational Health and Safety Guidelines | ▪ % of compliance to the health and safety guidelines |

| Required Qualifications | |
|---|---|
| Education (Minimum level of education ) | ▪ Certificate in Artisan Building |
| Knowledge | ▪ In-depth knowledge of all hospital operations<br>▪ Knowledge of medical instrumentation and standards<br>▪ Knowledge of medical equipment operations and maintenance<br>▪ Conversant with Public Health and other relevant Acts |
| Skills and competencies | ▪ Ability to determine procedure and specifications of articles to be constructed or repaired<br>▪ Excellent skills in specifications, installations & maintenance of building fit-out works<br>▪ Conceptual skill & interpersonal skills |
| Personal attributes | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| Work experience | ▪ At least three years' experience on building fit-out works |
| Machines, tools and equipment | ▪ Maintenance of tools and appliances for Fit-Out works |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| **Who** | **Why** | **Who** | **Why** |
| **User departments** | • To consult on needs, provide guidance on use and maintenance of building fittings | • Fitting suppliers | • To consult on maintenance |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

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Name .....Signature.....Date.....

# MORTUARY ATTENDANT

| Job Title: | MORTUARY ATTENDANT | |
|---|---|---|
| Department or Unit: | Mortuary | |
| | Reports to: | Hospital Pathologist |
| | Supervises | Support staff |
| Position summary | Ensures smooth running of the mortuary department | |

**Essential job functions and standards**

| Key Result Area | Main Tasks | Performance Indicator |
|---|---|---|
| 1. Mortuary operations | • Coordinates the operations of the mortuary<br>• Ensures that daily records of the department are up to date<br>• Ensures admission of bodies, tagging for identification, embalming and storage of bodies | ▪ # of mortuary attendants performing duties under stipulated guidelines<br>▪ # of records updated and available<br>▪ % of compliance by mortuary staff of the SOPS |
| 2. Autopsy operation | • Assists in performing autopsies by appropriate techniques, equipment and universal precautions for the purpose of obtaining a final pathological diagnosis | ▪ # of autopsies participated in |
| 3. Disposal of unclaimed bodies | • To ensure the Disposal of unclaimed bodies in accordance to the Disposal policy | ▪ # of documented and disposed unclaimed bodies |
| 4. Infection and Prevention control SOPs | • Ensures Infection and Prevention Control SOPs are adhered to in the department | ▪ Infection prevention policy in place and in use |
| 5. Performance Appraisal | • Periodical assessment and appraisal of staff to the Pathologist in charge | ▪ # staff appraise and report submitted quarterly<br>▪ An updated duty roster |
| 6. Quality Assurance | • Maintain standard preservation of bodies | ▪ % of conformance of preservation standard |

**Required Qualifications**

| | |
|---|---|
| Education (Minimum level of education ) | ▪ Certificate in Mortuary Science<br>▪ Minimum D+ in KCSE |
| Knowledge | ▪ Versed in Infection Prevention and Control Procedures<br>▪ Basic knowledge of Human Anatomy |

| Job Title: | MORTUARY ATTENDANT |
|---|---|
| **Skills and competencies** | ▪ Basic skills in cadaver dissection and specimen collection for histopathological analysis |
| **Personal attributes** | ▪ Integrity<br>▪ Respect for National and Gender Diversity<br>▪ Meritocracy<br>▪ Fairness<br>▪ Confidentiality |
| **Machines, tools and equipment** | ▪ Dissection kits, embalming kits, cold room chambers<br>▪ Personal protective equipment |

## Relationships

| Internal Customers | | External Customers | |
|---|---|---|---|
| Who | Why | Who | Why |
| **Staff**<br><br>**Pathologist** | • To notify collection of bodies in the departments<br><br>• To conduct postmortems and provide reports | • Families and relatives<br><br>• Policemen | • To collect bodies for disposal<br><br>• To provide postmortem reports |

## Acknowledgement approval

Job Description approved by

Name of supervisor.....Signature.....Date.....

## Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

Name .....Signature.....Date.....

REPUBLIC OF KENYA

**CONTACTS**

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