



Ministry of Health



# HUMAN RESOURCES FOR HEALTH ADVISORIES

February 2015

**Disclaimer: ANY PART OF THIS DOCUMENT** may be freely reviewed, quoted, reproduced or translated in full or in part, provided the source is acknowledged. It may not be sold or used in conjunction with commercial purposes or for profit.

HRH Advisories  
Published by: Ministry of Health  
Afya House  
Cathedral Road  
PO Box 30016 00100  
Nairobi, Kenya  
Email: [ps@health.go.ke](mailto:ps@health.go.ke)  
<http://www.health.go.ke>

February 2015

*“This publication is made possible by the generous support of the American people through the United States Agency for International Development (USAID). The views expressed in this document do not necessarily reflect the views of the United States Agency for International Development or the United States Government.”*

# TABLE OF CONTENTS

**FOREWORD.....4**

**HIV TESTING AND COUNSELING SERVICE PROVIDERS’ TRANSITION GUIDELINES.....7**

**HTC SERVICE PROVIDERS DRAFT JOB DESCRIPTION .....8**

**DRAFT HTC SERVICE PROVIDERS SKILLS MAPPING .....9**

## FOREWORD

Every Kenyan has a right to the highest attainable standard of health, hence the overall goal of the health sector to provide equitable, affordable and quality healthcare to all citizens. The Constitution of Kenya devolved the responsibility of delivering essential health services to the Counties while the National Ministry of Health (MOH) provides policy support and technical guidance to priority national programs.

To mitigate the shortage of various cadres of health professionals, the National Ministry of Health has partnered with Donors and other Partners to contract and deploy HIV Testing and Counseling Service Providers (HTC SP'S) to National, County and Faith Based Organisations (FBO) health facilities across the country. This approach has improved access to HIV/AIDS services to many Kenyans especially improving testing coverage. However counties are now faced with challenges due to the absence of transition guidelines for the HTC SP's upon expiry of partners' contracts.

To streamline the HTC SP's transition process, stakeholders at a consultative workshop resolved to outline the specific schemes of service based on HTC SP's core competencies and qualifications. This is to establish a mechanism in which the HTC SP's could be transitioned into mainstream civil service under existing schemes of service. The outcome of the consultative process is a standard HTC SP's transition guidelines on the hiring and deployment of HTC SP's in the health sector in Kenya within existing recognized schemes of service.

We as a ministry are grateful to all stakeholders involved in development of these guidelines including the MOH representatives, County health leadership; Transition Authority (TA), Public Service Commission (PSC), National Aids and STI Control Program (NAS COP) and the USAID funded Human Resources for Health (HRH) Capacity Bridge Project.

The MOH wishes to issue these guidelines as an advisory to the National and County governments towards transitioning of the HTC SP's.



**Dr. Khadija Kassachoon,  
Principal Secretary  
Ministry of Health**



---

# HIV TESTING AND COUNSELING SERVICE PROVIDERS' TRANSITION GUIDELINES

---

# HIV TESTING AND COUNSELING SERVICE PROVIDERS' TRANSITION GUIDELINES

## HTC Service Providers Contracting Model

Making available and retaining trained health personnel is the cornerstone of Kenya's strategic response to the increasing demand for medicare by the growing population and prevalence of life threatening diseases. The insufficiency of required cadres of health professionals however continues to weigh heavily on authorities. To mitigate the shortfall, Kenya's public health sector and FBOs continue to seek innovative ways of matching demand to available supply of health personnel. For instance, the " Emergency hiring Plan (EHP)" initiated in 2006 commenced the donor supported contracting of health workers. This was followed by "Rapid Hiring Plan (RHP)" which was designed to support realization of these results through contract management of health staff. Over 1,900 health workers have been hired and managed through this mechanism including those responsible for HIV Testing and Counseling (HTC).

The lack of a scheme of service for the HTC Service Providers (HTC SP's) has presented challenges to the national and county governments and threatens the intended purpose of the noble initiative to avail health workers to the public sector and FBOs. One good example is on minimum qualifications required for one to serve in HTC and identifying specific responsibilities for this cadre. Furthermore, HTC SP's were hired by development partners and this was dependent on availability of funding which is coming to an end for many. The lack of a scheme of service for HTC SP's and the unpredictability of development partners' funding threatens the very gains made by the contracting model to avail health personnel to the health sector.

To sustain the services of the HTC SP's through transitioning to county and national payroll, the MOH organized a consultative workshop of national and county governments, PSC, TA and NASCOP from 13th - 17th October 2014 to share experiences and rationalize transition practices. This MOH initiative with support of the USAID funded HRH Capacity Bridge Project heralded the process of harmonizing HTC SP's transition guidelines for adoption by county and national governments.

The workshop culminated in hiring and transition guidelines for HTC SP's under existing schemes of service based on the qualifications of the employees. The guidelines will form standards under which the same would be implemented.

### *Objective of HTC Hiring and Transition Guidelines*

The overall purpose of the HTC hiring and transition guidelines is to harmonize the hiring and transition of the HTC SP's within the recognized schemes of service.

The specific objectives of the HTC SP's hiring and transition guidelines are to:-

- 1) Establish standard hiring and transition qualifications of HTC SP's;
- 2) Establish the key responsibilities and reporting structure of HTC SP's; and

- 3) Provide the mechanism for contracted HTC SP's transition to national/county government payroll through existing schemes of service.

## Guiding Principles

All counties and stakeholders involved in HTC SP's hiring and transitioning will be guided by the following code of shared principles.

### **Counties and Stakeholders:-**

- a. Understand that achieving the transitioning of the HTC SP's will depend on existing vacancies in the cadres the HTC SP's are to be transitioned to.
- b. Commit to strengthening harmonization and standardization of HTC SP's transitioning; and
- c. Believe that committed Government stewardship at national and county levels is fundamental to the eventual transition of HTC SP's to national/county payrolls.

## HTC SERVICE PROVIDERS DRAFT JOB DESCRIPTION

Reporting to the Facility in charge, the HTC Service Provider will support HIV testing and Counseling (HTC), drug adherence counseling, HIV Aids data recording and reporting, client referral/linkage to care and treatment, community outreach and promotion of behavior change. S/he will assist in implementing HIV counseling and testing, services at the facility level.

### Key Responsibilities

1. Perform pre-test counseling, rapid testing and posttest counseling and address psychosocial effects as related to the client diagnosis at the facility and community level.
2. Provide drug adherence counseling for the client and appropriate referral and linkages.
3. Conduct client needs assessment in promotion of behaviour change and linkage to support groups.
4. Promote preventive interventions through distribution of Information Education and Communication (IEC) materials and other commodities like condoms and demonstration on correct use.
5. Defaulter prevention, identification and tracing to ensure compliance with health interventions.
6. Obtain and document psychosocial information from the client which might be useful to the treatment plan, the implementation of the client's treatment programme and follow up.
7. Daily recording of the activities in relevant HTC tools, prepare monthly and quarterly HTC data summaries and report through the facility in-charge.
8. Conducting HTC related health talks.
9. Follow up of clients and counseling and testing of family members.



## **Required Qualifications**

An HTC Service Provider must:

- i). Be in possession of a Kenya Certificate of Secondary Education (KCSE) with a minimum of D+ for certificate holders and C- for diploma holders.
- ii). Have a minimum of a certificate in medical training from a recognized institution **OR** a minimum of a certificate in psychological counseling or an equivalent qualification from a recognized institution.
- iii). Have a certificate in HTC.
- iv). Have current registration with relevant professional bodies.
- v). Have a certificate in computer applications from a recognized institution.
- vi). Work experience at a HIV testing and Counseling (HTC) setting will be an added advantage.

## **DRAFT HTC SERVICE PROVIDERS SKILLS MAPPING**

| <b>QUALIFICATIONS</b>                           | <b>APPLICABLE SCHEMES</b>             | <b>Designation</b>             | <b>Job Group</b> |
|---|---------------------------------------|--------------------------------|------------------|
| <b>KCSE CERTIFICATE</b>                         |                                       |                                |                  |
| HIV Testing & Counselling                       | Support Staff                         | Senior Support Staff           | D                |
| Interpersonal Group Therapy                     | Support Staff                         | Senior Support Staff           | D                |
| Health Care Assistants Course                   | Support Staff                         | Senior Support Staff           | D                |
| Reproductive Health Course                      | Support Staff                         | Senior Support Staff           | D                |
| <b>CERTIFICATE (At least 6 months training)</b> |                                       |                                |                  |
| Community Health & Development                  | Community Health Services Personnel   | Community Health Assistant III | G                |
| Medical Laboratory                              | Medical Laboratory Services Personnel |                                |                  |
| Certificate in Counselling                      | Community Health Services Personnel   | Community Health Assistant III | G                |
| Psychological Counselling                       | Community Health Services Personnel   | Community Health Assistant III | G                |
| Community Health Nursing & Midwifery            | Nursing Personnel                     | Enrolled Nurse III             | G                |
|   | Community Health Services Personnel   | Community Health Assistant III | G                |
| HIV/AIDS Management                             | Community Health Services Personnel   | Community Health Assistant III | G                |
| Home Based Care                                 | Community Health Services Personnel   | Community Health Assistant III | G                |

| QUALIFICATIONS                               | APPLICABLE SCHEMES                                  | Designation                              | Job Group |
|--|---|--|-----------|
| <b>DIPLOMA (At least 12 months training)</b> |   |  |           |
| Counselling Psychology                       | Community Health Services Personnel                 | Assistant Community Health Officer III   | H         |
|  | Medical Social Workers                              | Medical Social Worker II                 | H         |
| Medical Laboratory                           | Medical Laboratory Services Personnel               | Medical Laboratory Technologist III      | H         |
| HIV/AIDS Management                          | Medical Social Workers                              | Medical Social Worker III                | H         |
|  | Community Health Services Personnel                 | Assistant Community Health Officer III   | H         |
| Community Health & Development               | Medical Social Workers                              | Medical Social Worker III                | H         |
|  | Community Health Services Personnel                 | Assistant Community Health Officer III   | H         |
| Nutrition & Health                           | Nutrition and Dietetics Personnel                   | Nutrition and Dietetics Technologist III | H         |
| Counselling                                  | Community Health Services Personnel                 | Assistant Community Health Officer III   | H         |
|  | Social Welfare Personnel                            | Social Welfare Officer III               | H         |
|  | Medical Social Workers                              | Medical Social Worker III                | H         |
| Medical and Psychological Counselling        | Community Health Services Personnel                 | Assistant Community Health Officer III   | H         |
|  | Social Welfare Personnel                            | Social Welfare Officer III               | H         |
|  | Medical Social Workers                              | Medical Social Worker III                | H         |
| Social Work                                  | Community Health Services Personnel                 | Assistant Community Health Officer III   | H         |
|  | Social Welfare Personnel                            | Social Welfare Officer III               | H         |
|  | Medical Social Workers                              | Medical Social Worker III                | H         |
| Environmental Health                         | Public Health Assistants and Public Health Officers | Assistant Public Health Officer III      | H         |
| Food Science and Technology                  | Laboratory Services Personnel                       | Lab Technologist III                     | H         |
| Clinical Medicine                            | Clinical Officers Personnel                         | Clinical Officer III                     | H         |
| Health Science & Biotechnology               | Laboratory Services Personnel                       | Laboratory Technologist III              | H         |
| <b>DEGREE</b>                                |   |  |           |
| Social Work & Social Development             | Medical Social Worker                               | Medical Social Worker II                 | J         |
|  | Community Health Services Personnel                 | Community Health Officer I               | K         |
| Guidance & Counselling                       | Medical Social Work                                 | Medical Social Worker II                 | J         |
|  | Community Health Services Personnel                 | Community Health Officer II              | J         |
| BSc in Biology                               | Laboratory services Personnel                       | Lab Analyst                              | K         |



Ministry of Health  
Afya House  
Cathedral Road  
PO Box 30016 - 00100  
Nairobi, Kenya.  
Email: [ps@health.go.ke](mailto:ps@health.go.ke)  
<http://www.health.go.ke>

