

REPUBLIC OF KENYA



*Revised Scheme of Service  
for  
Clinical Personnel*

March, 2014

APPROVED BY THE PUBLIC SERVICE COMMISSION  
AND  
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT

***Revised Scheme of Service***  
***for***  
***Clinical Personnel***



**REPUBLIC OF KENYA**



**THE PRESIDENCY  
MINISTRY OF DEVOLUTION AND PLANNING**

Telegraphic address: "Personnel", Nairobi  
Telephone: Nairobi 2227411  
Fax: 243620  
Web: <http://www.devolutionandplanning.go.ke>  
Email: [@devolutionandplanning.go.ke](mailto:@devolutionandplanning.go.ke)

Directorate of Public Service Management  
P.O. Box 30050 - 00100  
NAIROBI.

24<sup>th</sup> March, 2014

Ref. No MDP/MSPS/HRM/4/1/Vol.II/(63)

.....  
and date

The Principal Secretary,  
Ministry of Health,  
**NAIROBI.**

**REVISED SCHEME OF SERVICE FOR CLINICAL PERSONNEL**

I am pleased to inform you that the Revised Scheme of Service for Clinical Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from March, 2014.

The Scheme establishes seven (7) grades of Registered Clinical Officers and eight (8) grades of Clinical Officers and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of Nutrition and Dietetics Personnel.

Please take the necessary action and ensure that the provisions of the new Scheme are brought to the attention of all officers concerned.

A handwritten signature in black ink, appearing to read 'Jte'.

**Juster Nkoroi, EBS**  
PRINCIPAL ADMINISTRATION SECRETARY

Copy to: The Secretary,  
Public Service Commission,  
**NAIROBI.**

## **REVISED SCHEME OF SERVICE FOR CLINICAL OFFICERS**

### **1. AIMS AND OBJECTIVES**

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

### **2. ADMINISTRATION OF THE SCHEME OF SERVICE**

#### **(a) Responsibility for Administration**

The Scheme of Service will be administered by the Principal Secretary, responsible for Health Function in conjunction with the Public Service Commission at the National Level. At the County level, the Scheme will be administered by the Chief Officer responsible for Health Service in conjunction with the County Public Service Board. In administering the Scheme, the Principal Secretary/Chief Officer will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

#### **(b) Training Scope**

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



### 3. CLINICAL SERVICES FUNCTION

The Clinical Services Function will include: administering and enforcing the clinical officers registration and licensing Act Cap 260; formulating, developing, implementing and reviewing clinical services' policies, procedures and guidelines; setting standards and quality assurance systems in the provision of clinical services; providing clinical and family health care in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases and conditions; monitoring patients and providing necessary guidance and counseling; formulating, developing, reviewing medico-legal standards and guidelines; and undertaking disease surveillance, control and management.

In addition, the function also will include: researching on critical health issues and emerging trends; providing clinical outreach and school health services; developing and reviewing referral strategies and guidelines in liaison with other stake holders; providing specialized services including Ear, Nose and Throat /Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Medical Education, Dermatology and Venereology, Coroner and Forensic Medicine, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; developing Monitoring and Evaluation strategies for the management of clinical services; capacity building for disaster preparedness and emergency health services; and training, development and performance management.

### 4. GRADING STRUCTURE AND SCOPE

#### (a) Grading Structure

This Scheme of Service establishes seven (7) grades of Registered Clinical Officers and eight (8) grades of Clinical Officers who will be designated and graded as follows:-

#### REGISTERED CLINICAL OFFICERS

Registered Clinical Officer III  
Registered Clinical Officer II  
Registered Clinical Officer I  
Senior Registered Clinical Officer  
Chief Registered Clinical Officer  
Principal Registered Clinical Officer II  
Principal Registered Clinical Officer I

#### APPENDIX 'A'

'H'  
'J'  
'K'  
'L'  
'M'  
'N'  
'P'

**CLINICAL OFFICERS****APPENDIX 'B'**

Clinical Officer  
 Senior Clinical Officer  
 Chief Clinical Officer  
 Principal Clinical Officer  
 Assistant Director, Clinical Services  
 Senior Assistant Director, Clinical Services  
 Deputy Director, Clinical Services  
 Director, Clinical Services

'K'  
 'L'  
 'M'  
 'N'  
 'P'  
 'Q'  
 'R'  
 'S'

**(b) Conversion to the new grading structure**

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

**REGISTERED CLINICAL OFFICERS****APPENDIX 'A'**

<b>Present Designations</b>	<b>Job Group</b>	<b>New Designations</b>	<b>Job Group</b>
Clinical Officer III	'H'	Registered Clinical Officer III	'H'
Clinical Officer II	'J'	Registered Clinical Officer II	'J'
Clinical Officer I	'K'	Registered Clinical Officer I	'K'
Senior Clinical Officer	'L'	Senior Registered Clinical Officer	'L'
Assistant Chief Clinical Officer	'M'	Chief Registered Clinical Officer	'M'
Senior Assistant Chief Clinical Officer	'N'	Principal Registered Clinical Officer II	'N'
-----	-----	Principal Registered Clinical Officer I	'P'



**CLINICAL OFFICERS****APPENDIX 'B'**

<b>Present Designation</b>	<b>Job Group</b>	<b>New Designations</b>	<b>Job Group</b>
Clinical Officer I	'K'	Clinical Officer	'K'
Senior Clinical Officer	'L'	Senior Clinical Officer	'L'
Assistant Chief Clinical Officer	'M'	Chief Clinical Officer	'M'
Senior Assistant Chief Clinical Officer	'N'	Principal Clinical Officer	'N'
Deputy Chief Clinical Officer	'P'	Assistant Director, Clinical Services	'P'
Senior Deputy Chief Clinical Officer	'Q'	Senior Assistant Director, Clinical Services	'Q'
Chief Clinical Officer	'R'	Deputy Director, Clinical Services	'R'
-----	-----	Director, Clinical Services	'S'

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

**(c) Serving Officers**

Serving officers will adopt and convert as appropriate to the new grading structure and designations though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in the Scheme of Service. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grade.

**5. PROVISION OF POST(S)**

A Scheme of Service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposal for consideration and approval by the Public Service Commission or the County Public Service Board as the case may be.

## **6. ENTRY INTO THE SCHEME**

### **(a) Direct Appointment**

Direct appointment will normally be made in the grade of Registered Clinical Officer III, Job Group 'H' for Diploma holders and Clinical Officer, Job Group 'K' for Degree holders. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission/County Public Service Board on the recommendation of the Principal Secretary/Chief officer responsible for Clinical Services function provided the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

### **(b) Incremental Credit**

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

## **7. ADVANCEMENT WITHIN THE SCHEME**

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

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission or the County Public Service Board as the case may be.



## **8. RECOGNIZED QUALIFICATIONS**

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

- (i) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology, Medical Education or any other equivalent qualification from a recognized institution.
- (iii) Bachelors degree in Clinical Medicine or its equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Medical Education, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Disaster Management or any other equivalent qualification from a recognized institution.
- (v) Certificate of Registration from the Clinical Officers' Council.
- (vi) Certificate in Supervisory skills Course lasting not less than two (2) weeks from a recognized institution.
- (vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (x) Certificate in Computer Application Skills from a recognized institution.
- (xi) Such other qualifications as may be adjudged to be equivalent by the Public Service Commission/County Public Service Board.

## **9. IMPLEMENTATION OF THE SCHEME OF SERVICE**

The Scheme of Service will become operational with effect from March, 2014. On implementation, all serving officers will automatically become members of the Scheme.

## **10. JOB AND APPOINTMENT SPECIFICATIONS**

### **I. REGISTERED CLINICAL OFFICER III, JOB GROUP 'H'**

#### **(a) Duties and Responsibilities**

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

#### **(b) Requirements for Appointment**

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

- (i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (ii) Certificate of Registration from the Clinical Officers' Council; and
- (iii) Certificate in Computer Application Skills from a recognized institution.

### **II. REGISTERED CLINICAL OFFICER II, JOB GROUP 'J'**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; implementing community health care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; referring patients and clients to appropriate health facilities; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and



skill; collecting and compiling clinical data; and assessing, preparing and presenting medico-legal reports.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Registered Clinical Officer III for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

**III REGISTERED CLINICAL OFFICER I, JOB GROUP 'K'**

**(a) Duties and Responsibilities**

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

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Registered Clinical Officer II for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and

Community Health from a recognized institution;

- (iii) Certificate of Registration from the Clinical Officers' Council; and
- (iv) Certificate in Computer Application Skills from a recognized institution.

#### **IV. SENIOR REGISTERED CLINICAL OFFICER, JOB GROUP 'L'**

##### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing Community Health Care activities in liaison with other health workers; history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; guiding and counseling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; and collecting and compiling clinical data.

##### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Registered Clinical Officer I for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.



## **V. CHIEF REGISTERED CLINICAL OFFICER, JOB GROUP 'M'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: providing clinical services in a health facility; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; compiling and analyzing clinical data; implementing community health care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment; organizing health management teams and convening health management committee meetings; and carrying out disease surveillance, and recommending appropriate control measures.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

## **VI. PRINCIPAL REGISTERED CLINICAL OFFICER II, JOB GROUP 'N'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services; providing clinical and family health care in health institutions and communities; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; providing specialized services including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and providing emergency clinical care during disasters.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Registered Clinical Officer for a minimum period of three (3) years;
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.



## **VI. PRINCIPAL REGISTERED CLINICAL OFFICER I, JOB GROUP 'P'**

### **(a) Duties and Responsibilities**

This will be the highest grade in the Diplomas cadre. Specific duties and responsibilities at this level will include: implementing clinical services policies, procedures and guidelines; maintaining standards, ethics and quality assurance systems in the provision of clinical services; providing clinical and family health care services in health institutions and communities; reviewing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

### **(b) Requirements for Appointment**

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

- (i) served in the grade of Principal Registered Clinical Officer for a minimum period of three (3) years;
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology or Medical Education from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) demonstrated professional competence and managerial capability as reflected in work performance and results.

**I. CLINICAL OFFICER, JOB GROUP 'K'****(a) Duties and Responsibilities**

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

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in Clinical Medicine from a recognized institution;
- (ii) Certificate of Registration from the Clinical Officers' Council; and
- (iii) Certificate in Computer Application Skills from a recognized institution.

**II. SENIOR CLINICAL OFFICER, JOB GROUP 'L'****(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; carrying out surgical procedures as per training and skill; guiding and counseling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; conducting ward rounds, reviewing and making appropriate referrals; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; collecting data and compiling clinical reports; collecting and compiling data for research on clinical services; and coaching and mentoring students and interns on attachment.



**(b) Requirements for Appointment**

**Promotion**

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

- (i) served in the grade of Clinical Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

**III. CHIEF CLINICAL OFFICER, JOB GROUP 'M'**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: providing clinical services in a health facility; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; collecting data and compiling clinical reports; implementing community health care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; carrying out disease surveillance and recommending appropriate control measures; and coaching and mentoring staff and students on attachment.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

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

- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

#### **IV. PRINCIPAL CLINICAL OFFICER, JOB GROUP 'N'**

##### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing clinical programmes, procedures, guidelines and standards quality assurance; providing clinical and family health care in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases/conditions; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; providing specialized services including Ear, Nose and Throat /Audiology, Ophthalmology/Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and providing emergency clinical care during disasters.

##### **(b) Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Clinical Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;



- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

## **VII. ASSISTANT DIRECTOR, CLINICAL SERVICES, JOB GROUP 'P'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities; reviewing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Clinical Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management from a recognized institution;
- (vi) Certificate of Registration from the Clinical Officers' Council;
- (vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

- (viii) Certificate in Computer Application Skills from a recognized institution; and
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results.

## **VIII. SENIOR ASSISTANT DIRECTOR, CLINICAL SERVICES, JOB GROUP 'Q'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: monitoring and reviewing implementation of clinical services policies, procedures and guidelines; ensuring maintenance of standards, ethics and quality assurance systems in the provision of clinical services; coordinating provision of clinical and family health care services in health institutions and communities; reviewing medico-legal standards and guidelines; coordinating research on critical health issues and emerging trends; reviewing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training needs for provision of quality services in relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Medical Education, Dermatology and Venereology, Coroner and Forensic Medicine, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and developing strategic/work plans.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Director, Clinical Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Medical Education, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Disaster Management from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;



- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vi) Certificate in Computer Application Skills from a recognized institution; and
- (vii) shown outstanding professional competence and administrative capability in the general organization and management of the Clinical Services Function.

## **IX. DEPUTY DIRECTOR CLINICAL SERVICES, JOB GROUP 'R'**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: reviewing and developing clinical services policies, procedures and guidelines; setting standards, ethics and quality assurance systems in the provision of clinical services; ensuring proper provision of clinical and family health care services in health institutions and communities; developing and reviewing medico-legal standards and guidelines; identifying areas of research on critical clinical health issues and emerging trends; developing and reviewing referral strategies and guidelines in liaison with other stakeholders; ensuring proper skills mix and training needs for provision of quality service in the relevant specialized areas; coordinating capacity building for disaster preparedness and emergency response; budgeting, capacity building and performance management for the department.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Director, Clinical Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;

- (vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (viii) Certificate in Computer Application Skills from a recognized institution; and
- (iii) shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Clinical Services Function.

## **X. DIRECTOR, CLINICAL SERVICES, JOB GROUP 'S'**

### **(a) Duties and Responsibilities**

The Director, Clinical Services will be responsible for coordinating the Clinical Services Function. Specific duties and responsibilities will include: formulating, developing, implementing and reviewing policies, procedures and guidelines for clinical services; setting standards, ethics and quality assurance systems in the provision of clinical services; ensuring proper provision of clinical and family health care services in health institutions and communities; formulating, developing and reviewing medico-legal standards and guidelines; facilitating research and innovation on critical health issues and emerging trends; **overseeing** development and review of referral strategies and guidelines in liaison with other stakeholders; providing technical advice; planning and budgeting; managing resources and assets; capacity building and performance management for the department.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Deputy Director, Clinical Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management from a recognized institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;



- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vi) Certificate in Computer Application Skills from a recognized institution;
- (vii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Clinical Services Function; and
- (viii) thorough understanding of national goals, policies and objectives and ability to relate them to the Clinical Services Function and aspirations of Vision 2030.