



REPUBLIC OF KENYA



## **CAREER GUIDELINES FOR CLINICAL OFFICERS**

**APPROVED BY THE PUBLIC SERVICE COMMISSION OF KENYA**

MAY, 2024

**CAREER GUIDELINES FOR CLINICAL OFFICERS**

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**May, 2024**



The Principal Secretary,  
State Department for Public Health and Professional Standards  
Ministry of Health,  
**NAIROBI**

## **CAREER GUIDELINES FOR CLINICAL OFFICERS**

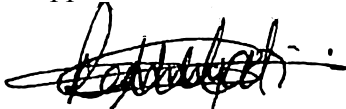
I am pleased to inform you that the Public Service Commission has considered your request for approval of the Career Guidelines for Clinical Officers. The same has been finalized and is ready for implementation with effect from 8<sup>th</sup> May, 2024.

The Career Guidelines establishes:

- (i) Five (5) grades of Registered Clinical Officers (National Government).
- (ii) Six (6) grades of Registered Clinical Officers (County Governments).
- (iii) Six (6) grades of Health Management Officers (National Government - Policy).
- (iv) Six (6) grades of Clinical Officers (National Government - Services).
- (v) Seven (7) grades of Clinical Officers (County Governments).
- (vi) Three (3) grades of Clinical Specialists (National and County Governments)

It further provides clear and concise job descriptions and specifications at all levels within the grading structure. Provisions of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of Clinical Officers.

Please take necessary action and ensure that the provisions of the new Career Guidelines which for an Appendix of this letter is brought to the attention of all officers concerned.



**R. N. MULATI, MBS**  
**Ag. SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**

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### LIST OF ABBREVIATIONS

C&NCDs	Cancer and Non-Communicable Diseases
CSG	Civil Service Grade
CUE	Commission for University Education
HIV/STI	Human Immunodeficiency Virus/Sexually Transmitted Infections
HPT	Health Products and Technologies
ICCs	Interagency Coordinating Committees
KASNEB	Kenya Accountants and Secretaries National Examination Board
KNEC	Kenya National Examinations Council
KNQA	Kenya National Qualification Authority
MDCAs	Ministries, Departments, Counties and Agencies
RMNCAH	Reproductive Maternal New-born Child and Adolescent Health
TAM	Traditional and Alternative Medicine
TWGs	Technical Working Groups



## DEFINITION OF TERMS

Terms	Definition
<b>Administrator</b>	A Public Officer responsible for the administration and management of a Career Guideline.
<b>Authorized Officer</b>	A Public Officer to whom the Public Service Commission (PSC) has delegated the human resource management function in a Ministry, State Department or Agency.
<b>Cadre</b>	A group of employees who possess similar and related skills trained for a particular purpose or profession.
<b>Career Development</b>	The planned effort to link individual's career requirements with the organization's workforce requirements.
<b>Career Management</b>	The provision of opportunities for employees to develop their abilities and careers in order to ensure that the organization has the flow of talent it needs and to satisfy its own aspirations.
<b>Career Guideline</b>	A policy document that provides clearly defined grading structures; job descriptions and specifications; standards for recruitment, training, advancement; career planning and succession management.
<b>Commission</b>	Refers to the Public Service Commission of Kenya.
<b>Common Establishment</b>	Refers to grades within a band/structure in which the duties and responsibilities are similar. Officers in grades forming a common establishment advance to the next higher grade with their posts and without requirement for additional posts. Common establishment will only be considered for the first two grades at entry-level.
<b>Competence</b>	Is the ability of an individual to perform an assigned task effectively and successfully.
<b>Grading Structure</b>	A logically designed framework within which an organization can determine where a group of jobs that are broadly comparable should be placed in sequence, bands, defined pay levels or scope for career and pay.

<b>Terms</b>	<b>Definition</b>
<b>Job Classification</b>	Is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, scope and the level of authority.
<b>Job Description</b>	Is a broad written statement of what a specific job entails. It includes purpose, duties, responsibilities, scope, and reporting relationship of the job.
<b>Job Specification</b>	Is a statement of qualifications, skills, knowledge and competencies required to perform a specific job.
<b>Knowledge</b>	Refers to theoretical and practical understanding of a subject acquired through education or experience required to competently perform a specific job.
<b>Personal Attributes</b>	Are personal characteristics or traits that are important for performance of a given job such as honesty, integrity, team player, diligence among others.
<b>Performance Appraisal</b>	Is the systematic evaluation of the performance of an employee for a set period. It also helps to identify and address any gaps and training needs of an employee for improved performance, growth and development.
<b>Skills</b>	Are practical and technical abilities required to do a job.
<b>Training and Development</b>	The continuous process of improving skills, gaining knowledge, clarifying concepts and changing attitude through structured and planned education by which the productivity and performance of the employees can be enhanced.



## **1.0 SECTION ONE: GENERAL PROVISIONS**

### **1.1 INTRODUCTION**

This Section provides the general provisions that form the basic foundation for the development of this Career Guideline.

### **1.2 AIMS AND OBJECTIVES OF THE CAREER GUIDELINES**

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

### **1.3 RESPONSIBILITY AND ADMINISTRATION**

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

### **1.4 TRAINING SCOPE**

In administering the Guideline, the Principal Secretary/Chief Officer for Health 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 Career Guideline. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Principal Secretary/Chief Officer for Health administering the Guideline, will consult the Public Service Commission/County Public Service Boards.

### **1.5 PROVISION OF POSTS**

The Career Guidelines does not constitute authority for creation of post(s). Any additional post(s) required in the grading structure must be included in the Ministry/State Department/ County Department establishment proposal for consideration and approval by the Public Service Commission/County Public Service Board as the case may be.

### **1.6 GRADING STRUCTURE**

A Grading Structure consists of a sequence or hierarchy of grades, bands or levels into which groups of jobs that are broadly comparable in size are placed. The grading Structure is determined by the level of both academic and professional qualifications at the entry grade and advancement to other grades up to the highest level.

### **1.7 SERVING OFFICERS**

This refers to officers who are currently occupying positions and serving in this cadre. Serving Officers will adopt and convert as appropriate to the new grading structure and designations provided in the Career Guideline though they may not be in possession of the requisite minimum qualifications and/or experience specified for the current grade. However,

for advancement to higher grades, officers must be in possession of the minimum requisite qualifications and/or experience prescribed for those grades.

## **1.8 ENTRY AND TERMINAL GRADES**

Entry and terminal grades will be guided by academic and professional qualifications, training and experience as specified in this Career Guideline.

## **1.9 DIRECT APPOINTMENT**

Direct appointment will normally be made in the grade of Registered Clinical Officer II, CSG '11' for Diploma holders; and Clinical Officer, CSG '10' for Higher National Diploma holders and Degree holders, provided that the candidate is in possession of the qualifications stipulated for that particular grade. In exceptional circumstances, however, direct appointment may be made beyond this grade by the Public Service Commission on the recommendation of the Authorized Officer responsible for Clinical Services function, provided that the candidate is in possession of the minimum requisite qualifications and experience required for the particular grade.

## **1.10 INCREMENTAL CREDIT(S)**

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

## **1.11 ADVANCEMENT**

The Career Guideline 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 that entitle an officer to be considered for appointment 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.

## **1.12 GRADES CATEGORIZED AS COMMON ESTABLISHMENT**

This refers to two or more grades which are combined in a grading structure, normally at the lowest level of a given cadre for the purpose of facilitating advancement of officers without the need to increase the number of approved posts at those levels. This is a good measure to control growth in numbers of personnel without hindering advancement of staff. However, even in common establishment posts, serving officers will be required to fulfill all the requirements for advancement to the next grade as stipulated in these Career Guidelines

## **1.13 RECOGNIZED QUALIFICATIONS**

Recognized qualifications will be those attained from recognized Institutions and colleges and the Government approved Examination Bodies. These will include but not limited to:

- (i) Recognized Universities, Institutions and Colleges;
- (ii) Kenya National Examinations Council (KNEC);
- (iii) Kenya Accountants and Secretaries National Examination Board (KASNEB);
- (iv) National Polytechnics;
- (v) Kenya National Qualification Authority (KNQA); and
- (vi) Any other accredited institutions by the Commission for University Education (CUE)

or the relevant Government Departments as examining bodies.

The following are the recognized qualifications for the purpose of this Career Guideline:—

- (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: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution.
- (iii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.
- (iv) Bachelors Degree in any of the following disciplines: Community Health and Development, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized Institution.
- (v) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases; Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy; Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Disaster Management, Family Health or any other equivalent qualification from a recognized Institution.
- (vi) Certificate of Registration from the Clinical Officers' Council.
- (vii) Valid Professional Practice License from the Clinical Officers' Council.
- (viii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized Institution.
- (ix) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution.
- (x) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution.
- (xi) Proficiency in computer applications.
- (xii) Such other qualifications as may be adjudged to be equivalent by the Public Service Commission/County Public Service Board.

#### **1.14 IMPLEMENTATION OF THE CAREER GUIDELINES**

These Career Guidelines will become operational with effect from the date of approval by the Public Service Commission/ County Public Service Board and shall supersede any other existing Guidelines. On implementation, all serving officers will automatically become members of respective Career Guidelines.

## **1.15 REVIEW OF CAREER GUIDELINES**

The Career Guideline may be reviewed after four (4) years or before the stipulated time frame due to the following:—

- (i) Changes in the Grading Structure;
- (ii) Expansion and/or merger with other State departments;
- (iii) Abolition of posts;
- (iv) Release of Executive Order;
- (v) Development and review of various policies, legislations, and Acts;
- (vi) Job evaluation;
- (vii) Changes in technology;
- (viii) Constitutional amendment;
- (ix) Restructuring of the Ministries/State Departments/County Department;
- (x) Presidential decree; and
- (xi) De-linking of functional areas in the Ministries/State Departments among other factors.

## 2.0 FUNCTIONS FOR CLINICAL SERVICES

The Clinical Services Function will be to:

### **(a) National Government – Ministries/Departments**

- (i) Administer and enforce the Clinical Officers Act No. 20 of 2017; formulation, development, implementation and review of clinical services policies, procedures and guidelines.
- (ii) Formulate, develop, implement and review of clinical services policies, procedures and guidelines.
- (iii) Set standards and quality assurance systems in the provision of clinical services.
- (iv) Provide clinical services at Ports of Entry, Health programs and the National Spinal Injury Referral Hospital.
- (v) Implement health programs at the national level.
- (vi) Build capacity and provide technical support to Counties on clinical services.
- (vii) Develop and review referral strategies and guidelines in liaison with other stake holders.

### **(b) County Governments**

- (i) Coordinate implementation of clinical services policies, procedures and guidelines.
- (ii) Ensure provision of clinical services as well as monitoring adherence to set standards.
- (iii) Provide clinical services at health facilities and levels 2,3,4 & 5 health facilities.
- (iv) Implementation of health programs at the county level.
- (v) Provide clinical, community, family and wellness health care services in health institutions and communities through history taking, examination, investigation, diagnosis, treatment and management of diseases and conditions.
- (vi) Monitor patients and providing necessary guidance and counseling;
- (vii) Formulate, implement and review medico-legal standards and guidelines in the provision of clinical services.
- (viii) Undertake disease surveillance, control and management in liaison with other stakeholders.
- (ix) Provide leadership and management in clinical and community health services.
- (x) Provide clinical outreach and school health services.
- (xi) Conduct research in critical clinical health issues and emerging trends.
- (xii) Provide specialized clinical services at all levels of health care delivery as may be approved by the Clinical Officers' Council from time to time.

### **(c) Government Agencies, State Corporations and Public Universities**

Provide clinical services in institution(s) and health facilities



## 2.1 GRADING STRUCTURE

### GRADING STRUCTURE FOR CLINICAL PERSONNEL (NATIONAL AND COUNTY GOVERNMENTS)

The Career Guideline establishes:

- (i) Five (5) grades of Registered Clinical Officers (National Government).
- (ii) Six (6) grades of Registered Clinical Officers (County Governments).
- (iii) Six (6) grades of Health Management Officers (National Government - Policy).
- (iv) Six (6) grades of Clinical Officers (National Government - Services).
- (v) Seven (7) grades of Clinical Officers (County Governments).
- (vi) Three (3) grades of Clinical Specialists (National and County Governments).

#### I. REGISTERED CLINICAL OFFICERS - NATIONAL GOVERNMENT (SERVICES) APPENDIX 'A'

##### Areas of deployment

- National Spinal Injury Referral Hospital
- Ports of Entry
- Health programs

S/NO	Designation	CSG	Job Group
1.	Registered Clinical Officer II	11	J
2.	Registered Clinical Officer I	10	K
3.	Senior Registered Clinical Officer	9	L
4.	Principal Registered Clinical Officer II	8	N
5.	Principal Registered Clinical Officer I	7	P

#### II. REGISTERED CLINICAL OFFICERS - COUNTY GOVERNMENTS APPENDIX 'B'

##### Areas of deployment

- High-volume Level II
- Health Centre Level III
- Sub County Hospital
- County Referral Hospital
- Health program at the County level
  - County Health Department

S/NO	Designation	Job Group
1.	Registered Clinical Officer II	J
2.	Registered Clinical Officer I	K
3.	Senior Registered Clinical Officer	L
4.	Chief Registered Clinical Officer	M
5.	Principal Registered Clinical Officer II	N
6.	Principal Registered Clinical Officer I	P

**III. HEALTH MANAGEMENT OFFICERS - NATIONAL GOVERNMENT (POLICY)  
APPENDIX 'C'**

**Areas of deployment at the State Department**

- Directorate
- Divisions
- Sections
- Health program

<b>S/NO</b>	<b>DESIGNATION</b>	<b>CSG</b>	<b>JOB GROUP</b>
1.	Health Management Officer, Clinical Services	10	K
2.	Senior Health Management Officer, Clinical Services	9	L
3.	Principal Health Management Officer, Clinical Services	8	N
4.	Assistant Director, Health Management, Clinical Services	7	P
5.	Deputy Director, Health Management, Clinical Services	6	R
6.	Director, Health Management, Clinical Services	5	S

**IV. CLINICAL OFFICERS - NATIONAL GOVERNMENT (SERVICES)  
APPENDIX 'D'**

**Areas of deployment**

- National Spinal Injury Referral Hospital
- Ports of Entry
- Health programs

<b>S/NO</b>	<b>Designation</b>	<b>CSG</b>	<b>Job Group</b>
1.	Clinical Officer	10	K
2.	Senior Clinical Officer	9	L
3.	Principal Clinical Officer	8	N
4.	Assistant Director, Clinical Services	7	P
5.	Deputy Director, Clinical Services	6	R
6.	Director, Clinical Services	5	S

**V. CLINICAL OFFICERS - COUNTY GOVERNMENTS**

**APPENDIX 'E'**

**Areas of deployment**

- High-volume Level II
- Health Centre Level III
- Sub County Hospitals
- County Referral Hospitals
- Health programs at the county levels
- County Health Department

<b>S/NO</b>	<b>Designation</b>	<b>Job Group</b>
1.	Clinical Officer	K
2.	Senior Clinical Officer	L
3.	Chief Clinical Officer	M
4.	Principal Clinical Officer	N
5.	Assistant Director, Clinical Services	P
6.	Deputy Director, Clinical Services	Q
7.	Director, Clinical Services	R

**VI. CLINICAL SPECIALISTS – NATIONAL AND COUNTY GOVERNMENTS (SERVICES)**

**APPENDIX 'F'**

**Areas of deployment**

- National Spinal Injury Referral Hospital
- Health Centre Level III
- Sub County Hospitals
- County Referral Hospitals
- Health programs at National and County level

<b>S/NO</b>	<b>Designation</b>	<b>National Government</b>		<b>County Governments</b>
		<b>CSG</b>		<b>Job Group</b>
1.	Clinical Specialist	7	P	P
2.	Senior Clinical Specialist	6	R	Q
3.	Chief Clinical Specialist	5	S	R

## CONVERSION TO THE NEW GRADING STRUCTURE AND DESIGNATIONS

### 1. REGISTERED CLINICAL OFFICERS - NATIONAL GOVERNMENT (SERVICES) APPENDIX 'A'

<b>Current Designation</b>	<b>Job Group</b>	<b>New Designation</b>	<b>CSG</b>	<b>Job Group</b>
Registered Clinical Officer III	H	Registered Clinical Officer II	11	J
Registered Clinical Officer II	J			
Registered Clinical Officer I	K	Registered Clinical Officer I	10	K
Senior Registered Clinical Officer	L	Senior Registered Clinical Officer	9	L
Principal Registered Clinical Officer II	N	Principal Registered Clinical Officer II	8	N
Principal Registered Clinical Officer I	P	Principal Registered Clinical Officer I	7	P

### 2. REGISTERED CLINICAL OFFICERS - COUNTY GOVERNMENTS APPENDIX 'B'

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

**CLINICAL OFFICERS - NATIONAL GOVERNMENT (POLICY)**

**APPENDIX ‘C’**

<b>Current Designation</b>	<b>Job Group</b>	<b>New Designation</b>	<b>CSG</b>
Clinical Officer	‘K’	Health Management Officer, Clinical Services	10
Senior Clinical Officer	‘L’	Senior Health Management Officer, Clinical Services	9
Principal Clinical Officer	‘N’	Principal Health Management Officer, Clinical Services	8
Assistant Director, Clinical Services	‘P’	Assistant Director, Health Management, Clinical Services	7
Deputy Director, Clinical Services	‘R’	Deputy Director, Health Management, Clinical Services	6
Director, Clinical Services	‘S’	Director, Health Management, Clinical Services	5

**3. CLINICAL OFFICERS - NATIONAL GOVERNMENT (SERVICES)**

**APPENDIX ‘D’**

<b>Current Designation</b>	<b>Job Group</b>	<b>New Designation</b>	<b>CSG</b>
Clinical Officer	‘K’	Clinical Officer	10
Senior Clinical Officer	‘L’	Senior Clinical Officer	9
Principal Clinical Officer	‘N’	Principal Clinical Officer	8
Assistant Director, Clinical Services	‘P’	Assistant Director, Clinical Services	7
Deputy Director, Clinical Services	‘R’	Deputy Director, Clinical Services	6
Director, Clinical Services	‘S’	Director, Clinical Services	5

**4. CLINICAL OFFICERS - COUNTY GOVERNMENTS**

**APPENDIX ‘E’**

<b>Current Designation</b>	<b>Job Group</b>	<b>New Designation</b>	<b>CSG</b>
Clinical Officer	K	Clinical Officer	K
Senior Clinical Officer	L	Senior Clinical Officer	L
Chief Clinical Officer	M	Chief Clinical Officer	M
Principal Clinical Officer	N	Principal Clinical Officer	N
Assistant Director, Clinical Services	P	Assistant Director, Clinical Services	P
Deputy Director, Clinical Services	Q	Deputy Director, Clinical Services	Q
Director, Clinical Services	R	Director, Clinical Services	R

*Note: The following grades will form common establishment for the purpose of this Career Guideline:—*

- 1. Registered Clinical Officer II/I, CSG '11/10' in the National Government and Registered Clinical Officer II/I, Job Group J/K in the County Governments for Diploma Holders;*
- 2. Clinical Officer/Senior CSG '10/9' in the National government and Clinical Officer/Senior, Job Group 'K/L' in County Governments for professional Degree Holders; and*
- 3. Health Management Officer (Clinical services)/Senior, CGS '10/9' in the National Government.*

### **3.0 CAREER GUIDELINES FOR REGISTERED CLINICAL OFFICERS**

Officers in the cadre will be deployed as follows

- (i) National Government - National Spinal Injury Referral Hospital; Ports of Entry and Health programs; and
- (ii) County Governments - High-volume Level II; Health Centre Level III; Sub County Hospital; County Referral Hospital; Health program at the County level and County Health Department.

#### **I. REGISTERED CLINICAL OFFICER II, CSG '11' (NATIONAL GOVERNMENT SERVICES).**

#### **REGISTERED CLINICAL OFFICER II, JOB GROUP 'J' (COUNTY GOVERNMENTS).**

##### **(a) Duties and responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will include:—

- (i) Taking history, examining, diagnosing, ordering laboratory and imaging investigations;
- (ii) Interpreting laboratory and imaging results;
- (iii) Treating patients' common ailments at an outpatient or inpatient health facility;
- (iv) Providing community health care services in liaison with other health workers;
- (v) Guiding and counseling patients, clients and staff on health issues;
- (vi) Sensitizing patients and clients on preventive and promotive health;
- (vii) Carrying out surgical procedures as per training and skill;
- (viii) Collecting and compiling clinical data;
- (ix) Preparing medico-legal briefs on clinical services; and
- (x) Referring patients and clients to appropriate health facilities.

##### **(b) Requirements for appointment**

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

- (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) Certificate of Registration from Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council; and
- (iv) Proficiency in computer applications.

**II. REGISTERED CLINICAL OFFICER I, CSG ‘10’ (NATIONAL GOVERNMENT).**

**REGISTERED CLINICAL OFFICER I, JOB GROUP ‘K’ (COUNTY GOVERNMENT).**

**(a) Duties and responsibilities**

Duties and responsibilities at this level will include:—

- (i) Taking history, examining, diagnosing, ordering laboratory and imaging investigations;
- (ii) Interpreting laboratory and imaging results;
- (iii) Treating patients’ common ailments at an outpatient or inpatient health facility; providing community health care services in liaison with other health workers;
- (iv) Guiding and counseling patients, clients and staff on health issues;
- (v) Sensitizing patients and clients on preventive and promotive health;
- (vi) Carrying out surgical procedures as per training and skill;
- (vii) Collecting and compiling clinical data;
- (viii) Providing clinical outreach and school health services;
- (ix) Organizing health management teams and convening health management committee meetings;
- (x) Preparing medico-legal briefs on clinical services; and
- (xi) Referring patients and clients to appropriate health facilities.

**(b) Requirements for appointment**

**Direct appointment for Higher National Diploma Holders**

For appointment to this grade a candidate must have:—

- (i) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (ii) Certificate of Registration from the Clinical Officers’ Council;
- (iii) Valid Professional Practice License from the Clinical Officers’ Council; and
- (iv) Proficiency in computer applications.

**Promotion for Diploma Holders**

For appointment to this grade a candidate must have:—

- (i) Served for a period of three (3) of which should have been in the grade of Registered Clinical Officer II or in a comparable position in the Public or Private sector;



- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability in work performance and results

**III. SENIOR REGISTERED CLINICAL OFFICER, CSG '9' (NATIONAL GOVERNMENT).**

**SENIOR REGISTERED CLINICAL OFFICER, JOB GROUP 'L' (COUNTY GOVERNMENT).**

**(a) Duties and responsibilities**

Duties and responsibilities at this level will include:—

- (i) Providing community health care services in liaison with other health workers;
- (ii) Taking history, examining, diagnosing, treating and managing diseases and conditions of patients in an outpatient or inpatient health facility;
- (iii) Sensitizing patients and clients on preventive and promotive health;
- (iv) Providing clinical outreach and school health services;
- (v) Coaching and mentoring students on attachment;
- (vi) Carrying out surgical procedures as per the scope of training;
- (vii) Guiding and counseling patients, clients and staff on health issues;
- (viii) Preparing medico-legal briefs;
- (ix) Leading and organizing health management teams and convening health management committee meetings at level 2 health facilities; and
- (x) Conducting ward rounds, reviewing and making appropriate referrals.

**(b) Requirements for appointment**

**Promotion for Higher National Diploma holders**

For appointment to this grade a candidate must have:—

- (i) Served for a period of three (3) of which should have been in the grade of Registered Clinical Officer I or in a comparable position in the Public or Private sector;
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results

### **Promotion for Diploma holders**

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

- (i) Served for three (3) years grade of Registered Clinical Officer I or in a comparable position in the Public or Private sector ;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **IV. CHIEF REGISTERED CLINICAL OFFICER JOB GROUP 'M' (COUNTY GOVERNMENT)**

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

Duties and responsibilities at this level will include:—

- (i) Providing clinical services in a health facility;
- (ii) History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility;
- (iii) Reviewing and making appropriate referrals;
- (iv) Carrying out surgical procedures as per training and skill;
- (v) Offering specialized clinical services including, Ear, Nose and Throat /Audiology, Ophthalmology, Cataract Surgery and Refraction/Low Vision Therapy, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Chest Medicine, Reproductive Health, Medical Education, Dermatology and Venereology, Oncology and Palliative Care, Sonography, Nephrology, Emergency and Critical Care, Chronic Disease Management, Mental Health and Psychiatry, Family Medicine;
- (vi) Monitoring and evaluation of clinical services; co-ordinating health programmes;
- (vii) Compiling and analyzing data; implementing community health care activities in liaison with other health workers;
- (viii) Guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health;
- (ix) Providing clinical outreach and school health services;
- (x) Assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment;
- (xi) Organizing, convening and heading health management teams;
- (xii) Carrying out disease surveillance, and recommending appropriate control measures; and
- (xiii) Financial management.

### **(b) Requirements for appointment Promotion for Higher National Diploma holders**

For appointment to this grade a candidate must have:—

- (i) Served for a period of three (3) of which should have been in the grade of Senior Registered Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and

Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results

#### **Promotion for Diploma holders**

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

- (i) Serviced for three (3) years grade of Senior Registered Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

### **V. PRINCIPAL REGISTERED CLINICAL OFFICER II, CSG '8' (NATIONAL GOVERNMENT).**

#### **PRINCIPAL REGISTERED CLINICAL OFFICER II, JOB GROUP 'N' (COUNTY GOVERNMENT)**

##### **(a) Duties and responsibilities**

Duties and responsibilities at this level will include:—

- (i) Providing clinical services in a health facility;
- (ii) Conducting ward rounds, reviewing and making appropriate referrals;
- (iii) Carrying out surgical procedures as per the scope of training;
- (iv) Implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services;
- (v) Providing clinical and Clinical Services care in health institutions and communities;
- (vi) Implementing medico-legal standards and guidelines in the provision of clinical services;
- (vii) Undertaking disease surveillance, control and management;
- (viii) Undertaking research on critical clinical health issues and emerging trends;
- (ix) Providing clinical outreach and school health services;
- (x) Organizing health management teams and convening health management committee meetings at level III health facilities;

- (xi) Co-ordinating special clinical health care programs including and not limited to HIV/AIDS, TB, leprosy, malaria, child health, reproductive health, non-communicable diseases and emerging health issues;
- (xii) Monitoring patients, making appropriate referrals and providing necessary guidance and counseling; and
- (xiii) Providing emergency clinical and critical care.

**(b) Requirements for appointment**

**Promotion for Higher National Diploma Holders**

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

- (i) Cumulative service period of six (6) years three (3) of which should have been in the grade of Senior Registered Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**Promotion for Diploma Holders**

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

- (i) Cumulative service period of nine (9) years three (3) of which should have been in the grade of Senior Registered Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

**VI. PRINCIPAL REGISTERED CLINICAL OFFICER I, CSG ‘7’ (NATIONAL GOVERNMENT).**

**PRINCIPAL REGISTERED CLINICAL OFFICER I, JOB GROUP ‘P’ (COUNTY GOVERNMENT)**

**(a) Duties and responsibilities**

This will be the highest grade for the Diploma cadre. An officer at this level may be deployed to head Special Clinical Health Care Programmes including and not limited to: Disease Surveillance, Quality Assurance, HIV/AIDS, TB, Malaria, Integrated Management of Childhood Illnesses (IMCI) Programmes/Units at the National/County level.

Duties and responsibilities at this level will include:—

- (i) implementing clinical services policies, procedures and guidelines;
- (ii) maintaining standards, ethics and quality assurance systems in the provision of clinical services;
- (iii) leading and organizing health management teams and convening health management committee meetings at level 4 and 5 health facilities;
- (iv) providing clinical and Clinical Services care services in health institutions and communities;
- (v) reviewing medico-legal standards and guidelines in the provision of clinical services;
- (vi) undertaking research on critical health issues and emerging trends;
- (vii) implementing referral strategies and guidelines in liaison with other stakeholders;
- (viii) providing specialized services including and not limited to Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Medical Education, Mental Health and Psychiatry, Family and Community Health Services;
- (ix) training and capacity building for clinical services; and
- (x) coaching and mentoring of students and staff.

**(b) Requirements for appointment**

**For Higher National Diploma holders**

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

- (i) Cumulative service period of nine (9) three (3) in the grade of Principal Registered Clinical Officer II or in a comparable position in the Public or Private sector;
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers’ Council;
- (iv) Valid Professional Practice License from the Clinical Officers’ Council;

- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

**For Diploma holders**

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

- (i) Cumulative service period of twelve (12) years three (3) in the grade of Principal Registered Clinical Officer II or in a comparable position in the Public or Private sector;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

#### **4.0 CAREER GUIDELINES FOR CLINICAL OFFICERS**

The Clinical Officers will be deployed in the following areas

- (i) **National Government** – National Spinal Injury; Referral Hospitals; Ports of Entry and Health programs; and
- (ii) **County Governments** - High-volume Level II; Health Centre Level III; Sub County Hospitals; County Referral Hospitals; Health programs at the County levels and County Health Department.

#### **JOB AND PERSON SPECIFICATIONS**

##### **I. CLINICAL OFFICER, CSG ‘10’ (NATIONAL GOVERNMENT - SERVICES). CLINICAL OFFICER, JOB GROUP ‘K’ (COUNTY GOVERNMENT).**

###### **(a) Duties and responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under guidance of a senior officer.

Duties and responsibilities at this level will include:—

- (i) Taking history of the patient; examining, diagnosing and treating patients’ common ailments at an outpatient or inpatient health facility;
- (ii) Guiding and counseling patients, clients and staff on health issues;
- (iii) Organizing health management teams and convening health management committee meetings at level 2 health facilities;
- (iv) Referring patients and clients to appropriate health facilities;
- (v) Preparing medico-legal reports on clinical services;
- (vi) Coaching and mentoring students on attachment;
- (vii) Carrying out surgical procedures as per scope of training;
- (viii) Organizing health management teams and convening health management committee meetings; and
- (ix) Collecting and compiling data for research on clinical services issues.

###### **Requirements for appointment**

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

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

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced

Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (ii) Certificate of Registration from the Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council; and
- (iv) Proficiency in computer applications.

## **II. SENIOR CLINICAL OFFICER, CSG '9'– NATIONAL GOVERNMENT (SERVICES).**

### **SENIOR CLINICAL OFFICER, JOB GROUP 'L' – COUNTY GOVERNMENT.**

#### **(a) Duties and responsibilities**

Duties and responsibilities at this level will include:—

- (i) Providing clinical services in a health facility;
- (ii) History taking, examining, investigating, diagnosing, treating and managing diseases/conditions of patients;
- (iii) Ordering laboratory and imaging investigations;
- (iv) Interpreting laboratory and imaging results;
- (v) Conducting ward rounds, reviewing and making appropriate referrals;
- (vi) Carrying out surgical procedures as per scope of training;
- (vii) Implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services;
- (viii) Providing clinical and Clinical Services care in health institutions and communities;
- (ix) Implementing medico-legal standards and guidelines in the provision of clinical services;
- (x) Preparing medico-legal reports on clinical services;
- (xi) Undertaking disease surveillance, control and management;
- (xii) Guiding and counseling patients, clients and staff on health issues;
- (xiii) Undertaking research on critical clinical health issues and emerging trends;
- (xiv) Providing clinical outreach and school health services;
- (xv) Leading and organizing health management teams and convening health management committee meetings at level 3 health facilities;
- (xvi) Collecting data and compiling clinical reports;
- (xvii) Monitoring patients, making appropriate referrals and providing necessary guidance and counseling;
- (xviii) Providing emergency clinical and critical care;
- (xix) Coaching and mentoring students and interns on attachment; and
- (xx) Guiding and counseling staff.



**(b) Requirements for appointment**

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

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

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

**III. CHIEF CLINICAL OFFICER JOB GROUP M (COUNTY GOVERNMENT)**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include:—

- (i) Providing clinical services in a health facility;
- (ii) Taking history, examining, diagnosing and treating patients' ailments at an outpatient or inpatient health facility;
- (iii) Reviewing and making appropriate referrals;
- (iv) Carrying out surgical procedures as per training and skills;
- (v) Managing special clinics including but not limited to wellness clinics, accident and emergency units, gender based violence and recovery center;
- (vi) Collecting data and compiling reports;
- (vii) Conducting research;
- (viii) Implementing community health care activities in liaison with other health workers;
- (ix) Guiding and counseling patients, clients and staff;
- (x) Sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services;
- (xi) Assessing, preparing and presenting medico-legal reports;
- (xii) Organizing, convening and heading health management teams;
- (xiii) Carrying out disease surveillance and recommending appropriate control measures;
- (xiv) Providing emergency clinical care during disasters;

- (xv) Co-ordinating health programmes;
- (xvi) Coaching and mentoring staff and students; and
- (xvii) Financial management.

**(b) Requirements for appointment**

For appointment to this grade a candidate must have:–

- (i) Served for a period of three (3) of which should have been in the grade of Senior Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results

**IV. PRINCIPAL CLINICAL OFFICER CSG 8 (NATIONAL GOVERNMENT)  
PRINCIPAL CLINICAL OFFICER JOB GROUP N (COUNTY GOVERNMENT)**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include:—

- (i) Taking history, examining, diagnosing and treating patients' ailments at an outpatient or inpatient health facility;
- (ii) Implementing clinical programmes, procedures, guidelines and standards quality assurance;
- (iii) Providing clinical and family health care in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases/conditions;
- (iv) Implementing medico-legal standards and guidelines;
- (v) Undertaking disease surveillance, control and management;
- (vi) Undertaking research on health issues and emerging trends; organizing, convening and heading health management team;
- (vii) providing clinical outreach and school health services; monitoring patients, making

appropriate referrals and providing guidance and counseling; managing special clinics including but not limited to wellness clinics, accident and emergency units, gender based violence and recovery center; coordinating health programmes;

- (viii) Providing emergency clinical care; and
- (ix) Financial management

**(b) Requirements for appointment**

For appointment to this grade a candidate must have:—

- (i) Served for a period of three (3) of which should have been in the grade of Senior Clinical Officer in the National Government or in a comparable position in the Public or Private sector;

**OR**

Served for a period of three (3) of which should have been in the grade of Chief Clinical Officer in the County Government or in a comparable position in the Public or Private sector;

- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results

**V. ASSISTANT DIRECTOR, CLINICAL SERVICES, CSG '7' (NATIONAL GOVERNMENT - SERVICES).**

**ASSISTANT DIRECTOR, CLINICAL SERVICES JOB GROUP 'P' (COUNTY GOVERNMENT).**

**Duties and responsibilities**

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

Duties and responsibilities at this level will include:—

- (i) Ensuring implementation and enforcement of the Clinical Officers Act No 20 of 2017;
- (ii) Implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance systems;
- (iii) Providing clinical and Clinical Services in health institutions and communities;
- (iv) Reviewing medico-legal standards and guidelines in the provision of clinical services;
- (v) Implementing referral strategies and guidelines in liaison with other stakeholders;
- (vi) Leading and organizing health management teams and convening health management committee meetings at level 4 and 5 health facilities;
- (vii) Facilitating research on critical clinical health issues and emerging trends;
- (viii) Training and capacity building for clinical services; and
- (ix) Coaching and mentoring staff.

**(a) 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 or in a comparable position in the Public or Private sector;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;

- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

**VI. DEPUTY DIRECTOR, CLINICAL SERVICES/SENIOR, CSG '6 – NATIONAL GOVERNMENT (SERVICES).**

**DEPUTY DIRECTOR, CLINICAL SERVICES, JOB GROUP 'Q' – COUNTY GOVERNMENT.**

**(a) Duties and responsibilities**

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

Duties and responsibilities at this level will include:—

- (i) Ensuring implementation and enforcement of the Clinical Officers Act No 20 of 2017;
- (ii) Reviewing and developing clinical services policies, procedures and guidelines;
- (iii) Setting standards, ethics and quality assurance systems in the provision of clinical services;
- (iv) Ensuring proper provision of clinical and Clinical Services in health institutions and communities;
- (v) Developing and reviewing medico-legal standards and guidelines in the provision of clinical services;
- (vi) Identifying areas of research on critical clinical health issues and emerging trends;
- (vii) Developing and reviewing referral strategies and guidelines in liaison with other stakeholders;
- (viii) Coordinating training and capacity building for clinical services;
- (ix) Planning, budgeting and managing performance for the department; and
- (x) Coordinating development and dissemination of strategic/work plans.

**(b) Requirements for appointment**

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

- (i) Served in the grade of Assistant Director, Clinical Services for a minimum period of three (3) years or in a comparable position in the Public or Private sector;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;

**OR**

Bachelors Degree in any of the following disciplines: Community Health and Development, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a

recognized Institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized Institution;

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications; and
- (viii) Shown outstanding professional competence and administrative capability in the general organization and management of the Clinical Services Function.

**VII. DIRECTOR, CLINICAL SERVICES, CSG '5' (NATIONAL GOVERNMENT - SERVICES).**

**DIRECTOR, CLINICAL SERVICES, JOB GROUP 'R' (COUNTY GOVERNMENT).**

**(a) Duties and responsibilities**

The Director, Clinical Services will be responsible for coordinating the Clinical Services Function; and overseeing implementation and enforcement of the Clinical Officers Act No. 20 of 2017.

Duties and responsibilities at this level will include:—

- (i) Formulating, developing, implementing and reviewing policies, procedures and guidelines for clinical services;
- (ii) Setting standards, ethics and quality assurance systems in the provision of clinical services;
- (iii) Ensuring proper provision of clinical and Clinical Services care services in health institutions and communities;
- (iv) Overseeing provision of specialized clinical services including but not limited to: ear, nose, throat, head and neck surgery, audiology and hearing care, speech and

language pathology, ophthalmology (cataract surgery/advanced refraction and low vision), emergency and critical care, pediatric emergency and critical care, nephrology, oncology, cardiology, cardio-pulmonary perfusion, palliative and hospice care, mental health and psychiatry, Clinical Services, child health and pediatrics, anesthesia, orthopedics and trauma surgery, epidemiology, chest medicine, chronic disease management, reproductive health, medical education/dermatology and venereology, Family Health and sonography;

- (v) Overseeing development and review of medico-legal standards and guidelines in the provision of clinical services;
- (vi) Facilitating research and innovation on critical clinical Health issues and emerging trends;
- (vii) Overseeing development and review of referral strategies and guidelines in liaison with other stakeholders;
- (viii) Facilitating provision of capacity building and technical support to counties on matters pertaining to clinical services;
- (ix) Providing technical advice on matters pertaining to clinical services;
- (x) Overseeing preparation of work plans and budgets;
- (xi) Managing resources and assets;
- (xii) Building capacity and performance management of the department; and
- (xiii) Overseeing development and dissemination of strategic/work plans.

**(b) Requirements for appointment**

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

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

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

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

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

- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated high Degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Clinical Services Function; and
- (ix) Thorough understanding of national goals, policies and objectives and ability to relate them to the Clinical Services Function and aspirations of Vision 2030.



## **5.0 CAREER GUIDELINES FOR HEALTH MANAGEMENT OFFICERS (CLINICAL SERVICES)**

This cadre will be deployed in the National Government (Policy) in Directorate Divisions and sections.

### **I. HEALTH MANAGEMENT OFFICER (CLINICAL SERVICES), CSG 10**

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

Officers in this cadre will be deployed at the State department Directorates, Divisions, Sections and Units. This is the entry and training grade for this cadre. An officer at this level will be under the guidance of a senior officer.

Duties and responsibilities at this level will include:—

- (i) Collecting and collating data to inform on policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on Clinical Services;
- (ii) Implementing Clinical Services projects and programs;
- (iii) Sensitizing and training staff in ministries, departments, counties and other government agencies (MDCAs) on Clinical Services related matters;
- (iv) Updating the integrated digital healthcare system for Clinical Services;
- (v) undertaking Clinical Services surveys;
- (vi) Undertaking customer satisfaction survey on services offered in Clinical Services;
- (vii) Implementing programs and projects on Clinical Services related infrastructure, health products and technologies;
- (viii) Identifying Clinical Services resource gaps; and
- (ix) Undertaking Business Process Re-engineering in Clinical Services.

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

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

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

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (ii) Certificate of Registration from the Clinical Officers' Council;
- (i) Valid Professional Practice License from the Clinical Officers' Council; and
- (ii) Proficiency in computer applications.

## **II. SENIOR HEALTH MANAGEMENT OFFICER (CLINICAL SERVICES), CSG 9**

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

Duties and responsibilities at this level will entail:—

- (i) Collating and analyzing data to inform on policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on Clinical Services;
- (ii) Implementing Clinical Services projects and programs;
- (iii) Sensitizing and training staff in Ministries, Departments, Counties and other Government Agencies (MDCAs) on Clinical Services related matters;
- (iv) Updating the integrated digital healthcare system for Clinical Services;
- (v) Undertaking Clinical Services surveys;
- (vi) Undertaking customer satisfaction survey on services offered in Clinical Services;
- (vii) Implementing programs and projects on Clinical Services related infrastructure, health products and technologies;
- (viii) Identifying Clinical Services resource gaps;
- (ix) Undertaking Business Process Re-engineering in Clinical Services; and
- (x) Drafting reports on Clinical Services.

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

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

- (i) One (1) year's relevant work experience in the grade of Health Management Officer (Clinical Services) ;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

### **III. PRINCIPAL HEALTH MANAGEMENT OFFICER (CLINICAL SERVICES), CSG 8**

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

Duties and responsibilities will entail:—

- (i) Implementing policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on Clinical Services;
- (ii) Preparing reports and other information related to Clinical Services;
- (iii) Implementing and monitoring Clinical Services projects and programs;
- (iv) Training and sensitizing staff in Ministries, Departments, Counties and other government Agencies (MDCAs) on Clinical Services related matters;
- (v) Organizing periodic review meetings on Clinical Services matters;
- (vi) Identifying Clinical Services data variables in integrated digital healthcare system;
- (vii) Undertaking Clinical Services surveys and monitor trends in collaboration with the relevant stakeholders;
- (viii) Undertaking customer satisfaction surveys on services offered in Clinical Services;
- (ix) Identifying and prioritizing Clinical Services resource gaps; and
- (x) Undertaking Business Process Re-engineering in the Clinical Services.

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

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

- (i) Cumulative service period of (3) years minimum work experience at the grade of Senior Health Management Officer (Clinical Services) or in a comparable position in the Public or Private sector;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

#### **IV. ASSISTANT DIRECTOR, HEALTH MANAGEMENT (CLINICAL SERVICES) CSG 7**

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

- (i) Developing, implementing and reviewing policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for Clinical Services services;
- (ii) Analyzing reports and other information related to Clinical Services services;
- (iii) Designing, planning and implementing Clinical Services projects and programs;
- (iv) Monitoring and evaluating Clinical Services projects and programs;
- (v) Coordinating training and sensitization of staff in Ministries, Departments, Counties and other government Agencies (MDCAs) on Clinical Services related matters;
- (vi) Liaising with relevant stakeholders on Clinical Services matters;
- (vii) Organizing relevant Interagency Coordinating Committees' (ICCs) and Technical Working Groups (TWGs)/ Committee of Experts on Clinical Services matters;
- (viii) Determining Clinical Services data variables in integrated digital healthcare system;
- (ix) Undertaking Clinical Services surveys and monitoring trends in collaboration with the relevant stakeholders;
- (x) Coordinating customer satisfaction surveys on services offered in Clinical Services;
- (xi) Identifying and prioritizing Clinical Services resource gaps;
- (xii) Coordinating Business Process Re-engineering in the Clinical Services; and
- (xiii) Assessing Clinical Services related infrastructure, health products and technologies.

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

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

- (i) Served for three (3) years minimum work experience at the grade of Principal Health Management Officer (Clinical Services) or in a comparable position in the Public or Private sector;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development,

Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;

- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

**V. DEPUTY DIRECTOR, HEALTH MANAGEMENT (CLINICAL SERVICES) CSG 6**

An officer at this level may be deployed to head any of the following functional areas:

- (i) Reproductive Maternal New-born Child and Adolescent Health.
- (ii) HIV/STI Prevention and Control.
- (iii) Cancer and Non-communicable Diseases Prevention and Control.
- (iv) National Vaccination Services.
- (v) Mental Health.
- (vi) Malaria Program.
- (vii) Tuberculosis Program.
- (viii) Disease surveillance.
- (ix) International Health/Health sector co-ordination.

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: –

- (i) Co-ordinating the development, implementation and review of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for Clinical Services;
- (ii) Co-ordinating the preparation of reports and other information related to Clinical Services;
- (iii) Co-ordinating the design and implementation of projects and programs;
- (iv) Facilitating monitoring and evaluation of Clinical Services projects and programs;
- (v) Spearheading training and sensitization of staff in Ministries, Departments, Counties and other government Agencies (MDCAs) on Clinical Services related matters;
- (vi) Establishing linkages with relevant stakeholders on Clinical Services matters;
- (vii) Co-ordinating relevant Interagency Coordinating Committees' (ICCS) and Technical Working Groups (TWGS)/ Committee of Experts on Clinical Services matters;
- (viii) Reviewing Clinical Services data variables in integrated digital healthcare system;
- (ix) Co-ordinating Clinical Services surveys and monitoring trends in collaboration with the relevant stakeholders;
- (x) Spearheading customer satisfaction surveys on services offered in Clinical Services;
- (xi) Reviewing proposals for resource mobilization for Clinical Services;
- (xii) Spearheading Business Process Re-engineering in the Clinical Services; and
- (xiii) Co-ordinating assessment of Clinical Services related infrastructure, health products and technologies.

## **Reproductive Maternal New-born Child and Adolescent Health (RMNCAH)**

### **(a) Duties and responsibilities**

Duties and responsibilities at this level will include:—

- (i) Coordinating development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on RMNCAH.
- (ii) Initiating the development, implementation and review of RMNCAH projects and programs;
- (iii) Spearheading capacity building programs to Ministries, Departments, Counties and other Government Agencies (MDCAs) on RMNCA health related matters;
- (iv) Facilitating technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on RMNCAH related matters;
- (v) Creating an enabling environment for provision of RMNCAH health interventions by public, private and faith-based providers;
- (vi) Collaborating and establishing linkages with relevant RMNCAH stakeholders;
- (vii) Co-ordinating RMNCAH Interagency Coordinating Committees' (ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (viii) Providing guidance in the determination of RMNCA related data variables;
- (ix) Co-ordinating the dissemination of national RMNCAH related data, reports and other knowledge information in collaboration with the relevant stakeholders.
- (x) Facilitating customer satisfaction surveys on RMNCAH services;
- (xi) Providing lead in identification of RMNCAH resource gaps;
- (xii) Mobilizing resources for RMNCAH projects and programs;
- (xiii) Collaborating with relevant stakeholders in undertaking RMNCAH health research and innovation;
- (xiv) Spearheading Business Process Re-engineering in RMNCAH; and
- (xv) Overseeing the implementation of RMNCAH health related infrastructure, health products and technologies.

### **HIV/STI/VH Prevention and Control**

Duties and responsibilities at this level will include:—

- (i) Co-ordinating development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on HIV/STI prevention and control;
- (ii) Initiating the development, implementation and review of HIV/STI prevention and control projects and programs;
- (iii) Co-ordinating the development, implementation and review of curricula and training materials on HIV/STI prevention, testing, care and treatment;
- (iv) Facilitating capacity development and technical assistance initiatives at National, County and Citizenry levels for HIV/STI
- (v) Co-ordinating the dissemination and implementation of research findings on HIV/STI;
- (vi) Overseeing management of the HIV/STI programs and projects in the health sector;
- (vii) Co-ordinating the dissemination of health sector outcomes and reports on HIV/STI to relevant stakeholders;
- (viii) Providing lead in the development of standards for forecasting and quantification of planned procurement orders and distribution of HIV, STI products and technologies;
- (ix) Domesticating WHO guidelines on HIV/STI;
- (x) Collaborating with relevant stakeholders on research, knowledge management and transfer on HIV/STI;
- (xi) Spearheading customer satisfaction survey on HIV/STI;
- (xii) Mobilizing resources for HIV/STI projects and programs; and

- (xiii) Co-ordinating HIV/STI stakeholders in health including oversight of National Technical Working Groups (TWGs)/ Committee of Experts in HIV/STI programming and accountability forums.

### **Cancer & Non-Communicable Diseases (C&NCD) Prevention and Control**

Duties and responsibilities at this level will include:—

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on Cancer and Non-Communicable Diseases;
- (ii) Initiating the development, implementation and review of Cancer and Non-Communicable Diseases projects and programs;
- (iii) Co-ordinating capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on Cancer and Non-Communicable Diseases related matters;
- (iv) Facilitating provision of Technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on Cancer and Non-Communicable Diseases Related matters;
- (v) Facilitating capacity development and technical assistance initiatives at Ministries, Departments, Counties and other Government Agencies (MDCAs) on Cancer & Non-Communicable Diseases Related matters;
- (vi) Creating an enabling environment for provision of Cancer and Non-Communicable Diseases interventions by public, private and faith-based providers;
- (vii) Liaising with the relevant stakeholders to establish linkages on Cancer and Non-Communicable Diseases stakeholders;
- (viii) Providing guidance in the determination of Cancer and Non-Communicable Diseases related data variables;
- (ix) Co-ordinating NCDs Interagency Coordinating Committees' (NCD-ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (x) Collaborating with the relevant stakeholders on health surveys and monitoring trends in Cancer and Non-Communicable Diseases;
- (xi) Co-ordinating the dissemination of national C and NCD health related data, reports and other knowledge information in collaboration with the relevant stakeholders;
- (xii) Spearheading customer satisfaction surveys on C and NCD services;
- (xiii) Mobilizing resources for C and NCD programs and projects;
- (xiv) Collaborating with relevant stakeholders on C and NCDs research and innovation;
- (xv) Spearheading Business Process Re-engineering in the division of Cancer & Non-Communicable Diseases; and
- (xvi) Overseeing the implementation of Cancer and Non-Communicable Diseases related infrastructure, health products and technologies.

### **National Vaccination Services**

Duties and responsibilities at this level will include:-

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on Immunization Program;
- (ii) Initiating the development, implementation and review of Immunization projects;
- (iii) Co-ordinating capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on Immunization health related matters;
- (iv) Facilitating provision of technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on Immunisation related matters;
- (v) Creating an enabling environment for provision of Immunization interventions by public, private and faith-based providers;

- (vi) Liaising with the relevant stakeholders to establish linkages on immunization programs stakeholders;
- (vii) Coordinating immunization Interagency Coordinating Committees' (immunization-ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (viii) Providing guidance in the determination of national vaccine services related data variables;
- (ix) Co-ordinating the dissemination of national immunization related data, reports and other knowledge information in collaboration with the relevant stakeholders;
- (x) Mobilizing resources for vaccination and immunisation services programs and projects;
- (xi) Spearheading Business Process Re-engineering in the division of the Immunization Program;
- (xii) Overseeing the implementation of Immunisation related infrastructure, health products and technologies;
- (xiii) Collaborating with relevant stakeholders on vaccination and immunization services research and innovation;
- (xiv) Overseeing development and maintenance of efficient supply chain for vaccines and immunization; and
- (xv) Spearheading development of a system to ensure management and maintenance of cold chain systems to ensure quality, safety and efficacy of vaccines and immunizations.

### **Mental Health**

Duties and responsibilities at this level will include:–

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards on mental health;
- (ii) Spearheading leadership and governance for mental health at National and County Governments;
- (iii) Spearheading in Identifying and promoting the prioritization of strategies for promotion of mental health, prevention of mental health and substance use disorders;
- (iv) Taking lead in Strengthening mental health systems including information systems and research;
- (v) Facilitating technical assistance and capacity building in prevention and control of mental health to state and non-state actors in National and County Governments;
- (vi) Spearheading the Integration on mental health services within the Kenya Essential Package for Health and national policies;
- (vii) Taking lead in establishment, review, oversee implementation of systems to mitigate mental health challenges, emerging trends, and burden of mental disorders;
- (viii) Co-ordinating the process of formulation of Secretariat for the Kenya Board of Mental Health;
- (ix) Providing leadership in Collaboration with the relevant directorate and other stakeholders in coordinating and undertaking health research and innovation and maintain repository; and
- (x) Spearheading Business Process Re-engineering in the division of Mental Health.

### **Malaria programs**

Duties and responsibilities at this level will include:–

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for malaria program;
- (ii) Initiating the development, implementation and review of malaria program;



- (iii) Co-ordinating capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on malaria program;
- (iv) Facilitating provision of Technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on malaria program;
- (v) Facilitating capacity development and technical assistance initiatives at Ministries, Departments, Counties and other Government Agencies (MDCAs) on malaria program;
- (vi) Creating an enabling environment for provision of malaria program interventions by public, private and faith-based providers;
- (vii) Liaising with the relevant stakeholders to establish linkages on malaria program;
- (viii) Providing guidance in the determination of malaria program related data variables;
- (ix) Co-ordinating Malaria Interagency Coordinating Committees' (Malaria-ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (x) Collaborating with the relevant stakeholders on health surveys and monitoring trends in malaria program;
- (xi) Co-ordinating the dissemination of malaria program data, reports and other knowledge information in collaboration with the relevant stakeholders;
- (xii) Spearheading customer satisfaction surveys on malaria services;
- (xiii) Mobilizing resources for malaria programs and projects;
- (xiv) Collaborating with relevant stakeholders on malaria research and innovation;
- (xv) Spearheading Business Process Re-engineering in the division of malaria; and
- (xvi) Overseeing the implementation of malaria program related infrastructure, health products and technologies.

### **Tuberculosis programs**

Duties and responsibilities at this level will include:–

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for tuberculosis program;
- (ii) Initiating the development, implementation and review of tuberculosis program;
- (iii) Co-ordinating capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on tuberculosis program;
- (iv) Facilitating provision of Technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on tuberculosis program;
- (v) Facilitating capacity development and technical assistance initiatives at Ministries, Departments, Counties and other Government Agencies (MDCAs) on tuberculosis program;
- (vi) Creating an enabling environment for provision of tuberculosis program interventions by public, private and faith-based providers;
- (vii) Liaising with the relevant stakeholders to establish linkages on tuberculosis programs;
- (viii) Providing guidance in the determination of tuberculosis program related data variables;
- (ix) Co-ordinating tuberculosis Interagency Co-ordinating Committees' (TB-ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (x) Collaborating with the relevant stakeholders on health surveys and monitoring trends in tuberculosis program;
- (xi) Co-ordinating the dissemination of tuberculosis program data, reports and other knowledge information in collaboration with the relevant stakeholders;
- (xii) Spearheading customer satisfaction surveys on tuberculosis services;
- (xiii) Mobilizing resources for tuberculosis programs and projects;
- (xiv) Collaborating with relevant stakeholders on tuberculosis research and innovation;
- (xv) Spearheading Business Process Re-engineering in the division of tuberculosis; and

- (xvi) Overseeing the implementation of tuberculosis program related infrastructure, health products and technologies

### **Disease Surveillance programs**

Duties and responsibilities at this level will include:–

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for disease surveillance program;
- (ii) Initiating the development, implementation and review of disease surveillance program;
- (iii) Co-ordinating capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on disease surveillance program;
- (iv) Facilitating provision of Technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on disease surveillance program;
- (v) Facilitating capacity development and technical assistance initiatives at Ministries, Departments, Counties and other Government Agencies (MDCAs) on disease surveillance program;
- (vi) Creating an enabling environment for provision of disease surveillance program interventions by public, private and faith-based providers;
- (vii) Liaising with the relevant stakeholders to establish linkages on disease surveillance programs;
- (viii) Providing guidance in the determination of disease surveillance program related data variables;
- (ix) Co-ordinating disease surveillance Interagency Co-ordinating Committees' Disease Surveillance -ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (x) Collaborating with the relevant stakeholders on health surveys and monitoring trends in disease surveillance program;
- (xi) Co-ordinating the dissemination of disease surveillance program data, reports and other knowledge information in collaboration with the relevant stakeholders;
- (xii) Spearheading customer satisfaction surveys on disease surveillance services;
- (xiii) Mobilizing resources for disease surveillance programs and projects;
- (xiv) Collaborating with relevant stakeholders on disease surveillance research and innovation;
- (xv) Spearheading Business Process Re-engineering in the division of disease surveillance; and
- (xvi) Overseeing the implementation of disease surveillance program related infrastructure, health products and technologies.

### **International Health/Health sector coordination**

Duties and responsibilities at this level will include:–

- (i) Co-ordinating the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for international health/health sector coordination;
- (ii) Initiating the development, implementation and review of international health/health sector coordination program;
- (iii) Co-ordinating capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on international health/health sector coordination program;
- (iv) Facilitating provision of Technical support to Ministries, Departments, Counties and other Government Agencies (MDCAs) on international health/health sector coordination program;

- (v) Facilitating capacity development and technical assistance initiatives at Ministries, Departments, Counties and other Government Agencies (MDCAs) on international health/health sector co-ordination program;
- (vi) Creating an enabling environment for provision of international health/health sector coordination program interventions by public, private and faith-based providers;
- (vii) Liaising with the relevant stakeholders to establish linkages on international health/health sector co-ordination programs;
- (viii) Providing guidance in the determination of international health/health sector coordination program related data variables;
- (ix) Co-ordinating international health/health sector coordination Interagency Co-ordinating Committees' International Health/Health Sector Co-ordination -ICCs) and Technical Working Groups (TWGs)/ Committee of Experts;
- (x) Collaborating with the relevant stakeholders on health surveys and monitoring trends in international health/health sector co-ordination program;
- (xi) Co-ordinating the dissemination of international health/health sector co-ordination program data, reports and other knowledge information in collaboration with the relevant stakeholders;
- (xii) Spearheading customer satisfaction surveys on international health/health sector coordination services;
- (xiii) Mobilizing resources for international health/health sector co-ordination programs and projects;
- (xiv) Collaborating with relevant stakeholders on international health/health sector co-ordination research and innovation;
- (xv) Spearheading Business Process Re-engineering in the division of international health/health sector co-ordination; and
- (xvi) Overseeing the implementation of international health/health sector co-ordination program(s).

**(b) Requirements for Appointment**

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

- (i) Served for three (3) of which should have been at the grade of Assistant Director, Health Management (Clinical Services) or in a comparable position in the Public or Private sector;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

- (iii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (v) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;
- (vi) Certificate of Registration from the Clinical Officers' Council;
- (vii) Valid Professional Practice License from the Clinical Officers' Council; and
- (iv) Certificate in Leadership Course from a recognized Institution Proficiency in computer applications;
- (v) Demonstrated managerial, administrative and professional competencies in work performance and results.

## **VI. DIRECTOR, HEALTH MANAGEMENT (CLINICAL SERVICES) CSG 5**

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

Duties and responsibilities at this level will include:—

- (i) Overseeing the development, implementation, review, monitoring and dissemination of policies, strategies, legislations, guidelines, frameworks, norms, tools, regulations, plans and standards for Clinical Services;
- (ii) Spearheading preparation of reports and other information related to Clinical Services;
- (iii) Overseeing the design, planning and implementation of Clinical Services projects and programs;
- (iv) Facilitating monitoring and evaluation of Clinical Services projects and programs;
- (v) Facilitating technical support and capacity building to Ministries, Departments, Counties and other Government Agencies (MDCAs) on Clinical Services related matters;
- (vi) Creating an enabling environment for provision of Clinical Services interventions by public, private and faith-based providers;
- (vii) Facilitating the establishment of linkages with relevant stakeholders on Clinical Services matters;
- (viii) Overseeing relevant Inter-agency Co-ordinating Committees' (ICCs) and Technical Working Groups (TWGs)/ Committee of Experts on Clinical Services matters;
- (ix) Providing lead in the determination of the Clinical Services data variables in integrated digital healthcare system;
- (x) Facilitating Clinical Services surveys and monitoring trends in collaboration with the relevant stakeholders;
- (xi) Overseeing customer satisfaction surveys on services offered in Clinical Services;
- (xii) Overseeing resources mobilization for Clinical Services;
- (xiii) Spearheading Business Process Re-engineering in the Clinical Services;
- (xiv) Overseeing the process of determining specifications of Clinical Services related infrastructure health products and technologies;
- (xv) Overseeing the development and implementation of the Division's annual work plans, budget and performance contract;
- (xvi) Ensuring compliance with good governance; and
- (xvii) Managing and developing staff in the Division.

**(b) Requirements for Appointment**

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

- (i) Served for three (3) of which should have been at the grade of Deputy Director, Health Management (Clinical Services) or in comparable position in the Public Service;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;
- (iv) Membership to a relevant professional body where applicable;
- (v) Registration and licensing by the clinical officers council.
- (vi) Certificate in Leadership Course from a recognized Institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated managerial, administrative and professional competencies in work performance and results; and
- (ix) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of Clinical Services function.

## **6.0 CAREER GUIDELINES CLINICAL SPECIALISTS**

### **I. CLINICAL SPECIALIST, CSG '7' (NATIONAL GOVERNMENT - SERVICES). CLINICAL SPECIALIST JOB GROUP 'P' (COUNTY GOVERNMENT).**

Specialists will be deployed at the National Spinal Injury; Health Centre Level III; Sub County Hospitals; County Referral Hospitals, Health programs at National and County levels.

#### **(a) Duties and responsibilities**

Duties and responsibilities at this level will include:—

- (i) Taking history and examining patients to make appropriate diagnosis of common ailments;
- (ii) Interpreting laboratory results to make proper diagnosis;
- (iii) Counseling patients in health-related matters for psychological healing;
- (iv) Prescribing drugs to patients to ensure they get the required treatment;
- (v) Treating and following up of patients and clients in medical health institutions;
- (vi) Undertaking procedures for clients and patients as per the scope of training among others;
- (vii) Arranging for patient referrals or consultations to other health facilities for specialty or higher-level management and ensure accompaniment of patients on referrals as needed;
- (viii) Collecting and maintaining clinical records and indexing;
- (ix) Adhering to study related protocols and support the processing of clinical data;
- (x) Collecting, preparing and storing research samples and specimen;
- (xi) Checking and reviewing study documents and personnel records to ensure compliance to study regulatory requirements, licensure, and standards;
- (xii) Providing specialized clinical services in health institutions and communities;
- (xiii) Providing specialized clinical services including but not limited to: ear, nose, throat, head and neck surgery, audiology and hearing care, speech and language pathology, ophthalmology (cataract surgery/advanced refraction and low vision), emergency and critical care, pediatric emergency and critical care, nephrology, oncology, cardiology, cardio-pulmonary perfusion, palliative and hospice care, mental health and psychiatry, Clinical Services, child health and pediatrics, anesthesia, orthopedics and trauma surgery, epidemiology, chest medicine, chronic disease management, reproductive health, medical education/ dermatology and venereology, Family Health and sonography; and
- (xiv) Undertaking research on critical specialized clinical health issues and emerging trends.

#### **(b) Requirements for appointment**

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

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

**OR**

Bachelors Degree in any of the following disciplines: Community Health and Development, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a

recognized Institution **Plus** a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized Institution;

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

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

**II. SENIOR CLINICAL SPECIALIST, CSG '6 – NATIONAL GOVERNMENT (SERVICES).**

**SENIOR CLINICAL SPECIALIST, JOB GROUP 'Q' – COUNTY GOVERNMENT.**

**(a) Duties and responsibilities**

Duties and responsibilities at this level will include: –

- (i) Co-ordinating and monitor clinical services to patients and communities;
- (ii) Plan and implement community health care activities, clinical outreach and school health services;
- (iii) Undertaking continuous evaluation of patient's response to plan of care and modify as needed, providing patient/family counseling and education;
- (iv) Ensuring the treatment process such examinations/tests and dispensing of drugs is carried out efficiently;
- (v) Participating in specialized disease surveillance, control and management;
- (vi) Co-ordinating patient referrals or consultations to other health facilities;
- (vii) Establishing and organizing health outreach activities in target communities;
- (viii) Co-ordinating preventive, curative, and promotive health outreach programs in target communities are carried out effectively;

- (ix) Ensuring that systems for keeping patient/client and other relevant records are well maintained;
- (x) Preparing and submitting reports for the clinic and clinical sites in line with established procedures;
- (xi) Undertaking consenting of study participants and Ensure confidentiality of patient/client records and clinical care documentation as per established guidelines, procedures and protocols;
- (xii) Interpreting laboratory results and imaging to make proper diagnosis and treatment plans;
- (xiii) Counselling patients and families in specialized clinical services matters and refer appropriately;
- (xiv) Creating linkages with communities, researchers and study participants to ensure continual engagement in research;
- (xv) Ensuring licensure and registration of personnel, facilities and studies and compliance to regulatory requirements;
- (xvi) Identifying areas of research on critical clinical health issues and emerging trends;
- (xvii) Developing and reviewing referral strategies and guidelines in liaison with other stakeholders; and
- (xviii) Providing specialized clinical services including but not limited to: ear, nose, throat, head and neck surgery, audiology and hearing care, speech and language pathology, ophthalmology (cataract surgery/advanced refraction and low vision), emergency and critical care, pediatric emergency and critical care, nephrology, oncology, cardiology, cardio-pulmonary perfusion, palliative and hospice care, mental health and psychiatry, Clinical Services, child health and pediatrics, anesthesia, orthopedics and trauma surgery, epidemiology, chest medicine, chronic disease management, reproductive health, medical education/ dermatology and venereology, Family Health and sonography.

**(b) Requirements for appointment**

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

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

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;



- (iii) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications; and
- (viii) Shown outstanding professional competence and administrative capability in the general organization and management of the Clinical Services Function.

### **III. CHIEF CLINICAL SPECIALIST, CSG '5' (NATIONAL GOVERNMENT - SERVICES).**

#### **CHIEF CLINICAL SPECIALIST, JOB GROUP 'R' (COUNTY GOVERNMENT).**

##### **(a) Duties and responsibilities**

Duties and responsibilities at this level will include:–

- (i) Setting standards, ethics and quality assurance systems in the provision of clinical services;
- (ii) Ensuring proper provision of clinical and Clinical Services in health institutions and communities;
- (iii) Carrying out specialized clinical services including but not limited to: ear, nose, throat, head and neck surgery, audiology and hearing care, speech and language pathology, ophthalmology (cataract surgery/advanced refraction and low vision), emergency and critical care, pediatric emergency and critical care, nephrology, oncology, cardiology, cardio-pulmonary perfusion, palliative and hospice care, mental health and psychiatry, Clinical Services, child health and pediatrics, anesthesia, orthopedics and trauma surgery, epidemiology, chest medicine, chronic disease management, reproductive health, medical education/dermatology and venereology, family health and sonography;
- (iv) Overseeing development and review of medico-legal standards and guidelines in the provision of clinical services;
- (v) Researching and innovation on critical clinical health issues and emerging trends;
- (vi) Overseeing specialized clinical outreach services activities and clinical trials support;
- (vii) Planning and establishing community engagement activities for specialized clinical services;
- (viii) Co-ordinating continuous evaluation of patients and family counseling and education for specialized clinical services;
- (ix) Overseeing support of specialized clinical services and treatment of patients and participants such examinations/tests and dispensing of drugs is carried out efficiently;
- (x) Co-ordinating arrangement for patient referrals or consultations to other health facilities for specialty or higher-level management and ensure accompaniment of patients on referrals as needed;

- (xi) Monitoring systems for keeping patient/client and other relevant records are well maintained for specialized clinical services;
- (xii) Preparing and submitting reports for the specialized clinical services in line with established procedures;
- (xiii) Ensuring accuracy and confidentiality of patient/client records and clinical care documentation as per established guidelines, procedures and protocols;
- (xiv) Supervising other health professional and technical staff attached under them in specialized clinical services;
- (xv) Approving SOPs for the specialized clinical areas and research area;
- (xvi) Interpreting laboratory and imaging results to make proper diagnosis;
- (xvii) Counselling patients in health-related matters for psychological healing;
- (xviii) Prescribing drugs for patients to ensure they get the required treatment; and
- (xix) Co-ordinating specialized treatment and follow up of patients and clients in medical health institutions.

**(b) Requirements for appointment**

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

- (i) Served in the grade of Deputy Director, Clinical Services/Senior Clinical Specialist for a minimum period of three (3) years;
- (ii) Bachelors Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;

**OR**

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

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following disciplines: Clinical Medicine, Public Health, Maternal and Reproductive Health, Tropical Medicine and Infectious Diseases, Forensic Medicine, Medical Education, Health Profession Education, Clinical Services, Comprehensive Medicine, Health Care Management, Health Systems Management, International Health, Community Health and Development, Child and Adolescent Health, Health Economics, Health Economics and Policy, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Medical Biostatistics, Microbiology, Biochemistry, Oncology, Family Health, Disaster Management or any other equivalent qualification from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;

- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated high Degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Clinical Services Function; and
- (ix) Thorough understanding of national goals, policies and objectives and ability to relate them to the Clinical Services Function and aspirations of Vision 2030.