



REPUBLIC OF KENYA

*Revised Scheme of Service
for
Radiographers*

**ISSUED BY THE PERMANENT SECRETARY,
MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRIME MINISTER
NAIROBI**

April, 2009

REVISED SCHEME OF SERVICE FOR RADIOGRAPHERS

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent Radiographers in the civil service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demand of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry responsible for Medical Services, in conjunction with the Public Service Commission and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the scheme, the Permanent Secretary will ensure that appropriate induction, training opportunities and facilities are provided to assist officers acquire necessary additional qualifications/specialization and experience required for efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Permanent Secretary administering the scheme will consult the Permanent Secretary, Ministry of State for Public Service.

3. RADIOGRAPHY SERVICES FUNCTION

The Radiography function involves the use of ionizing radiation and other forms of energy for Diagnostic Imaging, Therapeutic, Forensic and Research purposes; safeguarding and maintaining equipments and accessories, ensuring radiation safety, advising on techniques and procedures for the management of patient. In addition the function include: Carrying-out operational research, and evaluating Quality Control/Assurance Programs for Medical Imaging.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes eight (8) grades of Radiographers who will be designated and graded as follows:-

Designation	Job Group
Radiographer III	'H'
Radiographer II	'J'
Radiographer I	'K'
Senior Radiographer	'L'
Chief Radiographer	'M'
Principal Radiographer	'N'
Assistant Director, Radiography Services	'P'
Senior Asst. Director, Radiography Services	'Q'
Deputy Director, Radiography Services	'R'

(b) Conversation to the Grading Structure

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

Present Designation	Job Group	New Designation	Job Group
Radiographer III	‘H’	Radiographer III	‘H’
Radiographer II	‘J’	Radiographer II	‘J’
Radiographer I	‘K’	Radiographer I	‘K’
Senior Radiographer	‘L’	Senior Radiographer	‘L’
.....	Chief Radiographer	‘M’
.....	Principal Radiographer	‘N’
Dep. Chief Radiographer	‘M’	Assistant Director (Radiography Services)	‘P’
Chief Radiographer	‘N’	Senior Assistant Director (Radiography Services)	‘Q’
.....	Deputy Director, Radiography (Radiography Services)	‘R’

Note: The grades of Radiographer III/II/I, Job Group H/J/K for diploma holders and Radiographer I/Senior/Chief, Job Group K/L/M for degree holders will form a common establishment for the purpose of this scheme.

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

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the ministry’s establishment proposals for consideration and approval by the Permanent Secretary, Ministry of State for Public Service.

6. ENTRY INTO THE SERVICE

(a) Direct Appointment

Direct appointment will be made in the grade of Radiographer III, Job Group ‘H’, and Radiographer I, Job Group ‘K’. In exceptional circumstances, however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health, in consultation with the Permanent Secretary, Ministry of State for Public Service provided the candidate is in possession of the minimum qualifications/experience required for appointment to the grade.

(b) Incremental Credit

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

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however that these are the minimum requirements entitling 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.

8. RECOGNIZED QUALIFICATIONS

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics or equivalent recognized qualification from a recognized institution;
- (ii) Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;
- (iii) A short course on Human Anatomy and Physiology;
- (iv) Bachelor of Science Degree in any of the following: Radiography Sciences, Radiography Technology or its equivalent qualification from a recognized institution;

- (v) Masters degree in any of the following fields: Radiation Technology, Management or its equivalent from a recognized institution,
- (vi) Management course lasting not less than four (4) weeks from Kenya Institute of Administration or any other recognized institution.
- (vii) Other such qualifications as may be approved by the Permanent Secretary, Ministry of State for Public Service.

9. IMPLEMENTATION OF THE SCHEME

This Scheme of Service will become operational with effect from 1st April, 2009 on implementation, all serving officers will automatically become members of the scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. RADIOGRAPHER III, JOB GROUP 'H'

(a) Duties and Responsibilities

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include: providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- (ii) Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

II. RADIOGRAPHER II, JOB GROUP ‘J’

(a) Duties and Responsibilities

An officer at this level will be deployed to take charge of an X-ray department at a Health Centre. Specific duties will involve: provision of Medical Imaging Services; carrying out medical imaging examinations, processing, verifying and maintaining information related to patients, caring for and counseling patient and their relatives before, during and after examinations. In addition, the officer will be ensuring safety and maintenance of medical imaging/therapeutic equipments and their accessories; establishing and maintaining quality Assurance Programs in the department; requisition and maintaining records of Radiographic and other imaging materials; ensuring radiation safety within the health facility and guiding and supervising staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Radiographer III or in a comparable and relevant position in the Public Service for at least for three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

III. RADIOGRAPHER I, JOB GROUP ‘K’

(a) Duties and Responsibilities

Work at this level will involve: providing medical Imaging Services at a District or Provincial Hospital; processing, verifying and maintaining information related to patients; providing care and counseling patients and their relatives before, during and after examination. In addition, the officer will be safeguarding and providing basic maintenance and safety of medical imaging equipments in the

hospital; establishing and maintaining Quality Assurance Programs in the department; co-ordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

(b) Requirements for Appointments

Direct Appointment

For appointment to this grade, a candidate must be in possession of a Bachelor of Science (Bsc) Degree in any of the following fields:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution.

Promotion

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

- (i) served in the grade of Radiographer II, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

IV. SENIOR RADIOGRAPHER, JOB GROUP ‘L’

(a) Duties and Responsibilities

An officer at this level may be deployed at District or a Provincial Hospital. Specific duties will include: implementing policies and regulations on medical imaging services in the hospital; undertaking basic maintenance and ensuring safety of radiography equipments in the department; establishing and co-ordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department; Organizing and supervising staff and/or students on attachment in the department.

(b) Requirements for Appointment

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

- (i) served in the grade of Radiographer I, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) demonstrated considerable technical competence and administrative capabilities in organizing radiographic services

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

(V) CHIEF RADIOGRAPHER, JOB GROUP ‘M’

(a) Duties and Responsibilities

An officer at this level may be deployed at District or a Provincial Hospital. Specific duties will include: implementing policies and regulations on Medical Imaging Services in the Hospital; ensuring safety of radiography equipments in the department; establishing and Co-ordinating procurement; ensuring safe custody of radiographic and photographic supplies in the department and supervising junior staff and/or students on attachment in the department.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Radiographer, Job Group ‘L’ or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Management course lasting not less than four (4) weeks from Kenya Institute of Administration or any other recognized institution; and

- (iii) demonstrated considerable technical competence and administrative capabilities in organizing radiographic services

VI. PRINCIPAL RADIOGRAPHER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve provision of Medical Imaging Services at a Provincial or a Busy District Hospital. Specifically duties will include:- co-ordinating and supervising the implementation of policies and regulations on Medical Imaging Services; ensuring safety and maintenance of all medical imaging equipments in the station; implementing Quality Assurance Programmes; establishing and maintaining radiation safety standards in the hospital; initiating procurement and safe storage of Medical Imaging Supplies; organizing training programs for staff and/or students on attachment in the department.

(b) Requirements for Appointment

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

- (i) served in the grade of Chief Radiographer, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) demonstrated considerable technical competence and administrative capabilities in organizing and providing radiographic services

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

VII. ASSISTANT DIRECTOR, RADIOGRAPHY SERVICES, JOB GROUP ‘P’

(a) Duties and Responsibilities

An officer at this level will be responsible for the management of Medical Imaging Services at Provincial level or at the Ministries Headquarters. Duties and responsibilities include management of specialized area as in a Province or Headquarter. Specific duties will include: provision of Radiographic Services to Hospitals; co-ordinating and supervising implementation of policies, guidelines and regulations on Medical Imaging/Radiotherapy Services; assisting in deploying and supervising Medical Imaging/Radiotherapy Personnel; monitoring and evaluating Quality Control/Quality Assurance Programs; maintaining radiation safety standards; ensuring safe storage of X-ray supplies depots in the Province

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Radiographer, or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) shown merit and ability as reflected in work performance and results;
- (iii) Masters degree in any of the following fields: Radiation Technology, Management or its equivalent qualification from a recognized institution.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

VIII. SENIOR ASSISTANT DIRECTOR, RADIOGRAPHY SERVICES JOB GROUP 'Q'

(a) Duties and Responsibilities

An officer at this level will deputize the Deputy Director Radiography services. Specific duties will include: assisting in the implementation and co-ordination of Radiography policies and programmes and ensuring maintenance of Radiography standards and ethics. In addition, the officer will be co-ordinating, supervising, and regulating Medical Imaging activities; monitoring and evaluating Quality Control/Quality Assurance Programs; ensuring maintenance of radiation safety standards; initiating and co-ordinating maintenance of Medical Imaging equipments and accessories; ensuring Radiation safety to patients and staff and assisting in deploying; supervising; guiding and appraising Medical Imaging Personnel.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Director, Radiography Services, Job Group 'P' or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) Bachelor of Science degree in any of the following fields: Radiography Sciences, Radiography Technology or its equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following fields: Radiation Technology, Management or its equivalent qualification from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning

- Coordinating
- Strategy implementation

IX. DEPUTY DIRECTOR, RADIOGRAPHY SERVICES JOB GROUP ‘R’

(a) Duties and Responsibilities

This will be the highest grade in the cadre. An officer at this level will be responsible to the Director of Medical Services for the management of Radiography services. Specific duties will include: initiating, formulation and ensuring implementation of Radiography policies and procedures; developing and reviewing training programmes for Radiographers; ensuring maintenance of radiography standards, ethics and professionalism. In addition, the Deputy Director will ensure Quality Assurance Programs in Medical Imaging Services, Management; deployment of Medical Imaging personnel; ensuring Procurement and maintenance of Medical Imaging equipments and accessories and ensuring training and appraisal of medical Imaging personnel.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Director, Radiography Services or in a comparable and relevant position in the Public Service for at least three (3) years:
- (ii) Masters degree in a relevant field or its recognized qualifications from a recognized institution; and
- (iii) Demonstrated a high degree of administrative capability in the management of Radiography services and possess broad experience in the formulation of Radiography policies.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.

- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation