Revised
Schemes of Service
For
Health Personnel

13th September, 1994

ISSUED BY THE PERMANENT SECRETARY/DIRECTOR OF PERSONNEL MANAGEMENT
OFFICE OF THE PRESIDENT
<table>
<thead>
<tr>
<th>Part II (A)</th>
<th>Scheme of Service for Medical Practitioners and Dentists</th>
<th>Scheme of Service for Pharmacists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>10</td>
</tr>
</tbody>
</table>

**Part II (A)**

**Scheme of Service for Health Personnel - First Level**

<table>
<thead>
<tr>
<th>Category</th>
<th>Appendix / Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Officers</td>
<td>&quot;A&quot; 20</td>
</tr>
<tr>
<td>Nursing Officers</td>
<td>&quot;B&quot; 26</td>
</tr>
<tr>
<td>Public Health Officers</td>
<td>&quot;C&quot; 30</td>
</tr>
<tr>
<td>Pharmaceutical Technologists</td>
<td>&quot;D&quot; 35</td>
</tr>
<tr>
<td>Radiographers</td>
<td>&quot;E&quot; 40</td>
</tr>
<tr>
<td>Dental Technologists</td>
<td>&quot;F&quot; 44</td>
</tr>
<tr>
<td>Orthopaedic Technologists</td>
<td>&quot;G&quot; 48</td>
</tr>
<tr>
<td>Physiotherapists/Occupational Therapists</td>
<td>&quot;H&quot; 52</td>
</tr>
<tr>
<td>Medical Laboratory Technologists</td>
<td>&quot;J&quot; 56</td>
</tr>
<tr>
<td>Medical Engineering Technologists</td>
<td>&quot;K&quot; 60</td>
</tr>
</tbody>
</table>

**Part II (B)**

**Health Personnel - Second Level**

<table>
<thead>
<tr>
<th>Category</th>
<th>Appendix / Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled Nurses</td>
<td>&quot;A&quot; 65</td>
</tr>
<tr>
<td>Public Health Technicians</td>
<td>&quot;B&quot; 68</td>
</tr>
<tr>
<td>Radiographic Film Processors</td>
<td>&quot;C&quot; 71</td>
</tr>
<tr>
<td>Medical Laboratory Technicians</td>
<td>&quot;D&quot; 74</td>
</tr>
<tr>
<td>Medical Engineering Technicians</td>
<td>&quot;E&quot; 76</td>
</tr>
</tbody>
</table>
OFFICE OF THE PRESIDENT

DPM. 2/7/6A VOL. VI (7)

The Permanent Secretary,
Ministry of Health,
Nairobi.

Directorate of Personnel Management
P.O. Box 30050
NAIROBI


RE: SCHEMES OF SERVICE FOR HEALTH PERSONNEL

The revised Schemes of Service for Health Personnel which form appendices to this letter have been finalized by this Office and I have the pleasure of forwarding the document to you for implementation. The Schemes of Service will become operative with effect from September, 1994 and will supersede the Schemes of Service issued vide my Letter No. DPM. 20/4/29/19/1A Vol. IV (55) of 29th July, 1987.

The Schemes of Service which specifically cater for Medical Practitioners and Dentists, Pharmacists, Health Personnel - First and Second Levels have been up-dated and the grading structures harmonized. In addition to the enhanced career structure, the Schemes of Service incorporate job descriptions which define clearly, the duties and responsibilities at the various levels established in the grading structure in the embodied careers. These job descriptions should enable officers to understand fully their role and responsibility including the standard of performance expected of them in attending and treating patients in the process of managing illness and diseases. The new Schemes of Service should, as a whole, raise morale in the cadres and motivate staff for better performance and productivity in the provision of health services.

The Schemes of Service should be implemented early for the benefit of the officers and provision of efficient health services.

Gaylord Avedi
Permanent Secretary/Director
of Personnel Management

cc. The Secretary,
Public Service Commission,
Nairobi.
Aims and Objectives

1.1 To provide a well-defined and enhanced career structure which will attract and facilitate retention of qualified and experienced medical and dental officers in the health services.

1.2 To develop a competent and effective cadre of officers through acquisition of work attitudes, responsibility towards patients, medical specialization and generally professionalism essential for management of health services in the country.

1.3 To promote efficiency and high standards of medical care and services.

1.4 To establish distinct levels of responsibility in the grading structure which should enable officers to understand their role and standards of performance expected of them in attending and treating patients and managing illnesses and diseases.

1.5 To establish standards for advancement within the cadres to ensure that promotions are made on the basis of merit i.e. professional competence, capability and knowledge of the job as reflected in work results.

2. Administration of the Scheme

The Scheme will be administered by the Permanent Secretary, Ministry of Health in conjunction with the Public Service Commission and where necessary in consultation with the Permanent Secretary/Director of Personnel Management.

The Permanent Secretary will ensure that all the provisions of the Scheme are strictly observed and that serving officers are encouraged and given opportunity to acquire professional knowledge, skills, attitudes and the expertise necessary for both efficient performance of their duties and advancement within the Scheme of Service.
3.1 This Scheme of Service provides for professional Medical and Dental Practitioners who will be designated and graded as follows:

- Medical Officer (Intern): Job Group "K"
- Medical Officer: Job Group "L"
- Senior Medical Officer: Job Group "M"
- Assistant Director of Medical Services/Specialist: Job Group "N"
- Deputy Director of Medical Services/Senior Specialist: Job Group "P"
- Senior Deputy Director of Medical Services/Chief Specialist: Job Group "Q"
- Director of Medical Services: Job Group "R"

3.2 Serving Officers:

Serving officers will convert to and adopt as appropriate, the new designations, grades and job groups as provided in the Scheme of Service.

3.3 Posts Provision:

A Scheme of Service is not, in itself, an authority for creation or up-grading of posts. Any additional posts required under the new grading structure in the normal expansion of the service or for implementation of new projects must be submitted to the Directorate of Personnel Management for consideration and approval.

4. Recognized Qualifications in the Medical Profession

The following are the recognized qualifications for the purpose of direct appointment at the entry grade Job Group "K" in the Scheme of Service:

(i) A Bachelor of Medicine and a Bachelor of Surgery obtained from the University of Nairobi or any other recognized university.

(ii) A Bachelor of Dentistry obtained from the University of Nairobi or any other recognized university.
Appointment

Direct appointment will normally be made to the grade of Medical Officer (Intern) provided that the candidate is in possession of the appropriate qualifications stipulated in paragraph 4 above. Appointment beyond Job Group "K" level may also be made by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health and approval of the Permanent Secretary/Director of Personnel Management provided that the candidate is in possession of the appropriate qualifications and the approved relevant experience.

5.2. Incremental Credit:

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

(2) Incremental credit for post-graduate qualification may be awarded in accordance with the existing regulations so long as the qualifications are not the ones stipulated within the basic requirements for appointment to a particular grade.

NOTE:

Medical/Dental Officer (Intern), Medical/Dental Officer, Senior Medical/Dental Officer, Assistant Director of Medical Services/Specialist, Job Groups "K/L/M/N" will form a common establishment for the purpose of advancement from a lower to a higher Job Group.

6. Advancement within the Scheme of Service

6.1. It is emphasized that the qualifications and other conditions set out in this Scheme of Service are the basic minimum requirements making an officer eligible for consideration for appointment or promotion. Advancement from one grade to another will depend on:
(i) Merit and ability as reflected in work results
(ii) The existence of a vacancy in the authorized structure
(iii) The approval of the Public Service Commission.

5.2 In exceptional cases of outstanding merit based on acquisition of the relevant post-graduate qualifications and supported by supported performance, accelerated advancement may be granted to an officer by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health and approval by the Permanent Secretary/Director of Personnel Management.

7. Implementation of the Scheme

The revised Scheme of Service for Medical Practitioners and Dentists will become operative with effect from 1st July, 1994 and will supersede all other regulations and provisions for appointment into this cadre in so far as they are inconsistent with this Scheme of Service. On implementation, all serving Medical and Dental Officers automatically become members of the Scheme.

8. Job and Appointment Specifications

8.1. Medical/Dental Officer (Intern)

8.1.1. Duties and Responsibilities:

This is the entry grade into this cadre under the Scheme of Service. Duties and responsibilities involve care of patients and managing illnesses and diseases which are present in the various areas of medical care. During this period of internship or pre-registration training, the newly qualified Medical/Dental Officer will work under supervision of recognized Specialists and Consultants and is expected to cover various disciplines of medical care including internal medicine, pediatrics, surgery, and obstetrics and gynaecology.

8.1.2. Requirement for Appointment:

For appointment to the grade of Medical Officer (Intern), candidates must be in possession of:

(i) A Bachelor of Medicine and Bachelor of Surgery obtained from the University of Nairobi or any other recognized university.
A Bachelor of Dentistry obtained from the University of Nairobi or any other recognized university.

### 2.1. Duties and Responsibilities:

Work at this level involves management of a wide range of medical and health services in medical institutions in the country. This includes management of medical units and wards at the national hospital, provincial hospital or district hospital.

Responsibility also includes provision of medical services to the sick or activities that obtain in health clinics and wards in the various medical institutions. In addition, the officer is expected to provide both formal and informal training to other health personnel working under him.

### 8.2. Requirements for Appointment

To balance the period of study between a Medical Officer and a Dental Officer, advancement to Job Group "L" will be as follows:

#### 8.2.2.1 Medical Officer (Intern) should:

1. have successfully completed at least one year of internship; and
2. be registered as a Medical Practitioner by the Medical Practitioners and Dentists Board.

#### 8.2.2.2 Dental Officer should:

1. have served at Job Group "K" for at least two years including the period of internship; and
2. have been registered as a Dental Practitioner by the Medical Practitioners and Dentists Board.

### 3. **Senior Medical/Dental Officer**

(Specialist in Medicine, Surgery, Dentistry and other recognized specialities)

#### 1. Duties and Responsibilities:

Work at this level involves management of a small district hospital or health centre.
The officer is normally required to control and ensure the operation of health institutions, health centres and diagnostic facilities, as well as the administration of health services operating under the supervision of the District Hospital. In addition, his responsibility includes organization, planning and control of resources available in the District health services; participation in the District development planning where the officer is expected to provide the health component input in the overall management and implementation of projects for health services development. The officer is also responsible for control of finances and supplies and supervision of staff including their training and development.

Duties and responsibilities entail provision of specialized services in any of the various disciplines in medicine, surgery and dentistry and other recognized specialities: guidance and training of young Doctors and technical support cadres in the management of the various conditions in these disciplines. Provision of specialized care in a specialized unit at the national or provincial hospital and also at a district hospital level. He will also be responsible for the management of medical stores and/or plant and equipment in use in the relevant specialization.

8.3.2. Requirements for Appointment:

For appointment to the grade of Senior Medical/Dental Officer candidates must:-

(i) have completed at least three years service as a Medical Officer, Job Group "L" during which period he should have acquired experience in the above functional areas; and

(ii) have demonstrated ability, initiative and professional competence in organizing, directing and executing work at this level.

Assistant Director of Medical Services/Specialties

(Specialist in Medicine, Surgery, Dentistry and other recognized specialities)
Duties and Responsibilities:

Work at this level involves management of health care services at the district level or in a district or provincial health services set-up.

Responsibilities involve organization and management of a framework of health delivery system in a provincial general hospital or a district hospital within a province. Duties entail planning and implementation of specific projects and programmes related to the various areas of health care including curative, preventive and promotive services, provision of epidemiological surveillance on diseases and conditions obtaining within the province, and developing strategies for prevention or eradication of these conditions and diseases; participation in the overall planning in the province, contributing specifically to planning for health services in his area of jurisdiction.

Specialists' responsibilities will entail provision of health services in the various disciplines in medicine, surgery, dentistry and other recognized specialities at the national hospital and provincial/district hospitals. A specialist will also be expected to provide professional guidance and training to Doctors, Dentists and health personnel working under him to ensure maintenance of the highest standards of health care in the hospital.

OR

Responsibility may entail planning of health services at the national level and to administer and manage specified sections of health services at the Ministry headquarters.

8.4.2. Requirements for Appointment:

For appointment to this grade, the officer must:

(i) have served at the level of Senior Medical/Dental Officer for a minimum period of three years in the speciality;

(ii) have obtained a relevant and approved specialization/qualification in his field from the University of Nairobi or any other recognized university; or

(iii) have demonstrable administrative capabilities and an acceptable degree of professional competence.
have served as Senior Medical Officer/Senior Dental period of at least five years.

8.5

(Senior Specialist in Medicine, Surgery, Dentistry and other relevant specialties).

8.5.1 Duties and Responsibilities:

Duties and responsibilities at this level will be similar to those of an Assistant Director/Specialist and will cover departments or sections at the national level as well as the provincial/district level in the specialized areas of clinical practice. The officer will also be expected to provide the necessary guidance, training and development of support services to professional and technical staff in clinical practices.

OR

Responsibilities may involve activities such as planning and management of national health care programmes at the national level directed towards the improvement of health services in the country; or management of projects or programmes that may be developed from time to time by the Ministry of Health for purposes of strengthening and enhancing the health care delivery system; or developing intervention activities or programmes for the improvement of health services in the country and participation in the training of other health cadres in the field of community health and health management.

8.5.2 Requirements for Appointment:

For appointment to this grade, the officer must:

(i) Have served at the level of Assistant Director of Medical Services/ Specialist for a minimum period of three years in his speciality.

(ii) Have demonstrated a high degree of professional competence in planning and management of health care programmes at the national level and also a high degree of administrative capabilities required for responsibilities at this level.

8.6

8.6.1 Duties and Responsibilities:

At this level the officer is responsible for provision of specialist opinion in the relevant areas of specialization at the national/provincial level. The officer will therefore be expected
provide national guidelines for standards of health care in the relevant specialization for both clinical and community health practice. He will also be expected to give training to the support professional and technical personnel and to participate in the development of national plans and programmes in the Ministry of Health.

OR

Responsibility at this level may also include assisting the Director of Medical Services in the planning and management of health care delivery system in the country or dealing with specified broad areas of health care; or, assisting him in the formulation of national policies and plans directed towards the overall development of health services in the country.

8.6.2 Requirements for Appointment:

For appointment to this position the officer must:

(i) have served at the level of Deputy Director of Medical Services/Senior Specialist for a minimum period of three years in his speciality; and

(ii) have demonstrated a high degree of administrative capability coupled with broad professional experience and competence.

8.7. The Director of Medical Services

8.7.1 Duties and Responsibilities:

The Director of Medical Services is responsible to the Permanent Secretary, Ministry of Health for organization, control and co-ordination of health services at the national level. His responsibility entails overall planning, direction and development of health services including curative, preventive and promotive services. Duties and responsibilities will also involve formulation of policy for operation and development of health services. He is also responsible for management of resources for the operation of medical services.

3.7.2 Requirements for Appointment:

Appointment to the position of the Director of Medical Services will be made from among officers who must be professionally qualified and who possess wide professional experience, competence and capability and other qualities required for direction administration and management of health services at the national level.
1. Aims and Objectives

1.1 To provide a well defined career structure which will retain qualified and experienced Pharmacists in health service.

1.2 To promote efficiency and high standard of performance in pharmaceutical services which are an essential component of health services, through training and development of a specialized and competent cadre of Pharmacists.

1.3 To provide clear job descriptions for the various levels establishment in the grading structure with well delineated duties and responsibilities which should enable Pharmacists to understand the standard of performance, professional competence and capability expected of them and the requirements for advancement within the career structure.

1.4 To ensure that advancement within the career structure provided the Scheme of Service is made on the basis of professional competence, merit and ability as reflected in work results.

2. Administration of the Scheme

The Scheme will be administered by the Permanent Secretary, Ministry of Health in conjunction with the Public Service Commission and where necessary in consultation with the Permanent Secretary/Director of Personnel Management. The Permanent Secretary will ensure that all provisions of the Scheme are strictly observed and that serving officers are encouraged and given every opportunity to acquire professional knowledge, competence and attitudes necessary for the efficient performance of their duties and advancement within the Scheme of Service.

3. Grading Structure and Scope

3.1 This Scheme of Service provides for professional Pharmacists who will be designated and graded as follows:

- Pharmacist Intern: Job Group "K"
- Pharmacist: Job Group "L"
- Senior Pharmacist: Job Group "H"
- Deputy Chief Pharmacist: Job Group "N"
- Chief Pharmacist: Job Group "P"
Serving Officers:

Serving officers who are professionally qualified and registered as Pharmacists under the Pharmacy and Poisons Act will convert to and adopt as appropriate, the new designations and grades as provided in the Scheme of Service.

3.3 Posts Provision:

A Scheme of Service is not, in itself, an authority for creation or up-grading of posts. Any additional posts required under the new grading structure in the normal expansion of the service or for the implementation of new projects must be submitted to the Directorate of Personnel Management for consideration and approval.

Recognised Qualifications in the Pharmacy Profession

The recognised qualification for direct appointment at the entry grade Job Group "K" in the Scheme of Service is a B.Sc. degree in Pharmacy from the University of Nairobi or any other recognized university.

Direct Appointment:

5.1 Direct appointment:

Direct appointment will normally be made to the grade of Pharmacist (Intern) provided that the candidate is in possession of the appropriate qualifications stipulated in paragraph 4 above. Appointment beyond Job Group "K" may be made by the Public Service Commission on recommendation of the Permanent Secretary, Ministry of Health and approval of the Permanent Secretary/Director of Personnel Management provided the candidate is in possession of the appropriate qualifications stipulated in this Scheme of Service besides approved relevant experience.

5.2 Incremental Credit:

(i) Incremental credit will be awarded for any approved experience acquired after obtaining the prescribed minimum qualifications at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In granting incremental credit, any period of service or experience stipulated within the basic requirements for appointment or promotion to a particular grade will be excluded.
Comments for Appointment:

Appointment to the grade of Pharmacist (Intern), candidates must possess a B.Sc. degree in Pharmacy from the University of Nairobi or relevant degree from any other recognized university.

Duties and Responsibilities:

Duties and responsibilities at this level involve management of pharmaceutical services at the national, provincial or district hospital; examination and filing of prescriptions; drugs quality control; registration and inspection as well as examining samples of drug supplies; liaison with doctors, nurses, etc., to avoid bottlenecks in the flow of treatment of patients. The officer may also be the line assistant to the Senior Pharmacist. The officer will, in addition, be responsible for supervision and development of Technologists and other staff under him. He may be called upon to perform teaching duties at a Medical Training Centre.

2.2 Requirements for Appointment:

For appointment to the grade of Pharmacist, an officer must:

(i) have successfully completed at least one year of internship and been registered as a Pharmacist under the Pharmacy and Poisons Act;

(ii) have served for at least two years and been confirmed in appointment; and

(iii) have shown merit in work performance including professional competence and ability in organizing pharmaceutical services in a hospital.

1.1 Duties and Responsibilities:

Duties and responsibilities involve direction, control and management of pharmaceutical services at the national and provincial hospital to ensure smooth operation of the services down to the district level; liaison with District Medical Officers of Health to ensure adequacy of pharmaceutical services. Specifically, duties include quality control of drugs, drugs inspection, planning as well as examining the supplies of drugs and samples and supervision and development of staff under him.
8.3.2. Requirements for Appointment:

For appointment to the grade of Senior Pharmacist, an officer must:

(i) have completed at least three years service in the grade of Pharmacist I; and

(ii) possess considerable experience, professional competence and ability in organizing and running pharmaceutical services at the national and provincial hospital level.

8.4 Deputy Chief Pharmacist: Job Categorization

8.4.1 Duties and Responsibilities:

The Deputy Chief Pharmacist will be responsible for review and initiation of policy on drugs regulations and legislation; management and co-ordination of pharmaceutical services in the Ministry of Health; advice on facilities for proper maintenance and improvement of pharmaceutical services and development, organization and maintenance of standards of pharmaceutical services in hospitals. Duties also include general staff matters, deployment of Pharmacists and Pharmaceutical Technologists including their discipline as well as training of Technologists. He will also deputize for the Chief Pharmacist.

8.4.2 Requirements for Appointment:

For appointment to the grade of Deputy Chief Pharmacist, an officer must:

(i) have completed at least three years service in the grade of Senior Pharmacist or other comparable position;

(ii) possess wide experience and professional competence in the management of pharmaceutical services and ability for control and management of staff including their development; and

(iii) be conversant with the drug laws and Government policy on drugs manufacturing, quality control and general control of drugs in the country.
Duties and Responsibilities:

The Chief Pharmacist is responsible to the Permanent Secretary, Ministry of Health through the Director of Medical Services for efficient organization, control, and co-ordination of pharmaceutical services in the Ministry. Duties and responsibilities mainly involve formulation of policy and legislation on drugs; control of drugs imported or manufactured in the country; planning and implementation of pharmaceutical services; liaison with other disciplines in the Ministry of Health, private hospitals, other Government ministries and agencies and international organizations; staff matters including their development and discipline.

9.5.2 Requirements for Appointment:

For appointment to the position of Chief Pharmacist, an officer must:-

(i) have completed at least three years service in the grade of Deputy Chief Pharmacist or other comparable position;

(ii) have shown outstanding administrative qualities as well as a high degree of capability and professional competence in organizing and running pharmaceutical services including monitoring of quality control of drugs in the country; and

(iii) have very wide experience in the operation of drug policy and drugs laws in the country.
Duties and Responsibilities:

The Chief Pharmacist is responsible to the Permanent Secretary, Ministry of Health through the Director of Medical Services for efficient organization, control, and co-ordination of pharmaceutical services in the Ministry. Duties and responsibilities mainly involve formulation of policy and legislation on drugs; control of drugs imported or manufactured in the country; planning and implementation of pharmaceutical services; liaison with other disciplines in the Ministry of Health, private hospitals, other Government ministries, and agencies and international organizations; and staff matters including their development and discipline.

Requirements for Appointment:

For appointment to the position of Chief Pharmacist, an official must:

1. have completed at least three years service in the grade of Deputy Chief Pharmacist or other comparable position;
2. have shown outstanding administrative qualities as well as a high degree of capability and professional competence in organizing and running pharmaceutical services including monitoring of quality control of drugs in the country; and
3. have very wide experience in the operation of drug policy and drugs laws in the country.