Scheme of Service
for
Plaster Technicians

4th May, 1995
Reference: DPM/PA/4/13/(141)


The Permanent Secretary,
Ministry of Health,
Nairobi.

SCHEME OF SERVICE FOR
PLASTER TECHNICIANS

The Scheme of Service for Plaster Technicians, which forms an appendix to this letter, has been finalised and is ready for implementation with effect from 1st September, 1994.

2. The Scheme establishes four (4) grades of Plaster Technicians. It is my hope the Scheme of Service will greatly assist in the recruitment, career development and motivation of the officers concerned.

3. Please ensure that the Scheme is implemented early for the benefit of the officers and that its provisions are brought to the attention of the officers concerned.

Gaylord Ayedi, EBS
Permanent Secretary/Director
of Personnel Management

The Secretary,
Public Service Commission,
Nairobi.
Conversion to the New Grading Structure
Serving Plaster Technicians will convert to the new grades as follows:

<table>
<thead>
<tr>
<th>Present Grading</th>
<th>Job Group</th>
<th>New Grading</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaster Technician III</td>
<td>'F'</td>
<td>Plaster Technician III</td>
<td>'G'</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plaster Technician II</td>
<td>'J'</td>
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<td></td>
<td></td>
<td>Plaster Technician I</td>
<td>'I'</td>
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<tr>
<td></td>
<td></td>
<td>Senior Plaster Technician</td>
<td>'K'</td>
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</tbody>
</table>

(Note) The posts of Plaster Technician III/II/I, Job Groups 'G/H/J' will form a common establishment.

Serving Officers:
Serving officers will convert and adopt as appropriate the new grading structure and designations provided in this Scheme of Service though they may not be in possession of the requisite minimum qualifications specified for the present grade. For advancement within the career structure, all officers must possess the prescribed minimum qualifications and/or experience required for appointment/advancement to the next grade.

PROVISION OF POSTS

The scheme does not in itself constitute authority for creation or upgrading of posts. Any additional posts required under the new grading structure must be included in the establishment proposals for consideration and approval by the Permanent Secretary/Director Personnel Management in the normal manner.

RECOGNIZED QUALIFICATIONS
The following are the recognized qualifications for the purpose of this Scheme:

1) Kenya Certificate of Secondary Education with at least mean grade D+ or its equivalent qualification.
2) Plaster Technician's Certificate from the Kenya Medical Training College or other approved equivalent qualification.
3) Any other equivalent/relevant qualification as may be approved by the Permanent Secretary/Director of Personnel Management.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment
Direct Appointment will normally be made in the grade of Plaster Technician III, Job Group 'G'. In exceptional cases, however, direct appointment may be made beyond the above grade by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health supported by the Permanent Secretary/Director Personnel Management.
Director of Personnel Management provided that the candidate has the minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit
Incremental credits will be awarded for approved experience acquired after obtaining the requisite minimum qualifications for the grade 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 credits, any period of service or experience stipulated within the basic requirements for appointment or promotion to a particular grade will be excluded.

7. ADVANCEMENT TO HIGHER GRADES

The Scheme of Service sets out the minimum qualifications and experience required for appointment or advancement from one grade to another. It should, however, be clearly understood that these are the minimum qualifications entitling an officer to be considered for appointment or promotion to the next higher 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
(iii) approval of the Public Service Commission.

8. IMPLEMENTATION OF THE SCHEME

The Scheme will become operative with effect from 1st September, 1994. On implementation, all serving officers will automatically become members of the Scheme.

9. JOBS AND APPOINTMENT SPECIFICATIONS

1. PLASTER TECHNICIAN III, JOB GROUP 'C'

(A) Duties and Responsibilities
This is the entry grade into the Plaster Technician cadre. Work at this level involves a variety of duties and responsibilities of a limited scope and complexity under the guidance and supervision of a more senior officer. Specifically the duties and responsibilities include application and removal of plaster and traction; recording of procedure carried out on patients; counselling patients; ordering plaster and other supplies; and assisting in planning and organising orthopaedic care.

(ii) Requirements for Appointment
For appointment to the grade of Plaster Technician III, a candidate must have:

(i) the Kenya Certificate of Secondary Education with at least mean grade D+ or its equivalent qualification; and
successfully completed at least two (2) years pre-service training at the Kenya Medical Training College or any other recognized Training Institution and have been awarded the Plaster Technician's Certificate.

PLASTER TECHNICIAN II, JOB GROUP 'U'

Duties and Responsibilities

Work at this level involves a variety of duties and responsibilities similar to those of Plaster Technician III but at this level the officer will be expected to work with minimum supervision and may in addition take charge of a plaster room, ward, theatre or a section in the hospital besides being involved in teaching duties.

Requirements for Appointment

For appointment to the grade of Plaster Technician II, an officer must:

have completed at least three (3) years service in the grade of Plaster Technician III; and

have demonstrated ability, initiative and competence in work performance.

PLASTER TECHNICIAN I, JOB GROUP ‘I’

Duties and Responsibilities

An Officer at this level will be expected to plan, supervise, evaluate and co-ordinate orthopaedic care for patients, ensure availability of supplies and equipment as well as give support and counselling to patients and relatives. The Officer will normally be deployed in a National or Provincial Hospital. Alternatively, work at this level will include training, counselling and guiding students in a training institution; participating in curriculum development; recruitment, admission and orientation of new students including maintaining their records.

Requirements for Appointment

For appointment to the grade of Plaster Technician I, an officer must:

have completed at least three (3) years service in the grade of Plaster Technician II; and

have demonstrated ability, initiative and competence in discharging duties and responsibilities at that level.

SENIOR PLASTER TECHNICIAN, JOB GROUP ‘U’

Duties and Responsibilities

Duties and responsibilities at this level will involve taking charge at a National or Provincial Hospital and ensuring efficiency in the planning and organisation of work.
in the health units within the hospital. Alternatively, the Officer may head a Department in the Kenya Medical Training College.

(B) Requirements for Appointment

For appointment in the grade of Senior Plaster Technician, an officer must:

(i) have completed at least three (3) years service in the grade of Plaster Technician I; and

(ii) have demonstrated sufficient capability and efficiency in discharging responsibilities at the level of Plaster Technician I.