GOVERNMENT OF
MAKUENI COUNTY

JOB DESCRIPTIONS FOR MAKUENI COUNTY REFERRAL HOSPITAL

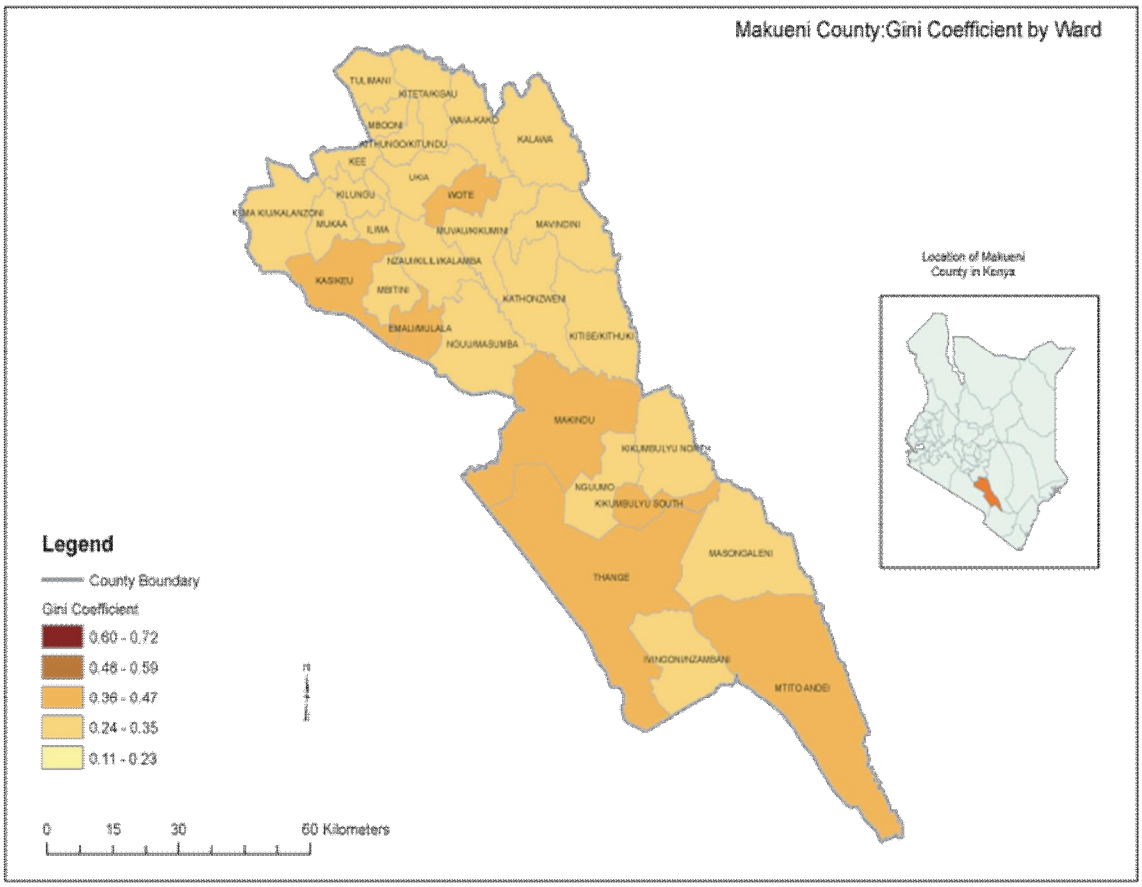
USAID
FROM THE AMERICAN PEOPLE

PEPFAR

IntraHealth
INTERNATIONAL
Because Health Workers Save Lives.

GOVERNMENT OF MAKUENI COUNTY

JOB DESCRIPTIONS FOR MAKUENI COUNTY REFERRAL HOSPITAL



Disclaimer

This publication is made possible by the support of the American people through the United States Agency for International Development (USAID). The contents are the responsibility of Makueni County Government and do not necessarily reflect the views of USAID or the United States Government.

Foreword

The Kenya Constitution 2010 provides the right to the highest attainable standard of health to every Kenyan and assigns a fundamental duty on the State to take legislative, policy and other measures, including setting standards to achieve progressive realization of the rights set out under Article 43 of the Constitution of Kenya 2010.

Devolution of health services in Kenya has been characterized by myriads of challenges especially in the management of the health workforce, specifically role conflict exacerbated by unclear organizational structure, inadequate and mal-distribution of health workforce, and sub optimal performance of the health workforce among others. To address these challenges the Department of Health Services, County Public Service Board and Office of the County Secretary County Government of Makueni came together and identified a team that drove the development process of the Job Descriptions for Makueni County Health Management Team and County Referral Hospital.

This document contains the Job Descriptions for all health care workers of the County Health Department. I wish to thank all the stakeholders involved in the development of these Job Descriptions, including the County Health Department, County Public Service Board, Office of the County Secretary – HR Department and IntraHealth led USAID funded Human Resources for Health (HRH) Capacity Bridge Project and its successor HRH Kenya Mechanism . The County Public Service Board, Government of Makueni wishes to issue these Job Descriptions to the Department of Health for their implementation towards better management of health workers.

I call upon all stakeholders, health care workers and partners to adopt and support the County Health Department and the Hospital in the utilization of the Job Descriptions contained in this Handbook in order to strengthen delivery of health care services.

Benjamin M. Muite
Chair, County Public Service Board
Government of Makueni County

Acknowledgement

Makueni County Health Department, the County Referral Hospital Board and Management wish to thank all those who contributed to the successful development, editing and printing of the Job Descriptions Handbook. This document outlines the duties, functions and responsibility specification to guide to health care workers at the County Health Department and the Hospitals in Makueni County

We are grateful to various teams that contributed to the development and finalization of the Job Descriptions Handbook, including the Makueni County Health Management Team, County Referral Hospital Management Team, Sub-County Health Management Team and the Human Resources Management Team at the Hospital and at the Human Resource Department Government of Makueni County.

Special thanks goes to the County Chief Executive Health Department and Public Service Board, Government of Makueni County for the advice and leadership in the development process. We thank United States Agency for International Development (USAID), through the Human Resource for Health, HRH Kenya Mechanism and predecessor Capacity Bridge Project (HRH CBP) for providing the essential technical and
financial support in the development, review and printing of this Handbook.

I wish also on behalf of County Department of Health to sincerely thank all the stakeholders who, though not mentioned in person contributed towards the successful development and completion of this document.

Dr. Kibwana M.P.

Chief Officer of Health Services

Government of Makueni County

Table of Contents

MEDICAL SUPERINTENDENT	1
MEDICAL SPECIALIST	6
MEDICAL OFFICER	9
CLINICAL OFFICER – ANAESTHETIST	12
GENERAL CLINICAL OFFICER	14
CLINICAL OFFICER – ENT	16
HOSPITAL CLINICAL OFFICER	18
CLINICAL OFFICER – OPTHALMOLOGY	20
CLINICAL OFFICER – ORTHOPAEDICS AND TRAUMA	22
CLINICAL OFFICER – PAEDIATRICS	24
CLINICAL PHARMACIST	26
OCCUPATIONAL THERAPIST	29
DENTAL OFFICER	32
DENTAL TECHNOLOGISTS	34
RADIOGRAPHER	37
PHYSIOTHERAPISTS	40
HEALTH RECORDS AND INFORMATION OFFICER-IN-CHARGE	43
SENIOR HEALTH ADMINISTRATIVE OFFICER	47
HUMAN RESOURCE OFFICER	53
INFORMATION COMMUNICATION TECHNOLOGY OFFICER	58
ACCOUNTANT	61
SUPPLY CHAIN MANAGEMENT OFFICER-IN-CHARGE	64
HOSPITAL NURSING OFFICER-IN-CHARGE	69
PERIOPERATIVE NURSING (THEATRE NURSING)	72
CLERICAL OFFICER	75
HOSPITAL MEDICAL ENGINEERING TECHNOLOGIST-IN-CHARGE	77
HOSPITAL PHARMACIST-IN-CHARGE	81
OCCUPATIONAL THERAPIST	84
ASSISTANT OFFICE ADMINISTRATOR	87
COOK	90
COMMUNITY ORAL HEALTH OFFICER	92
HOSPITAL NUTRITION/DIETICIAN OFFICER-IN-CHARGE	94

ENROLLED NURSE	**97**
MORTUARY ATTENDANT	**100**
PHARMACIST	**102**
REGISTERED NURSE	**104**
WARD-IN-CHARGE/REGISTERED NURSE	**107**
MEDICAL INTERN	**110**
CATERER/HOSPITALITY OFFICER	**113**
HOSPITAL LABORATORY TECHNOLOGIST	**115**
Annex: LIST OF OFFICERS WHO CONTRIBUTED TO THIS DOCUMENT	**118**

ABBREVIATIONS AND ACRONYMS

ADL	Activities of daily living
ADRs	Adverse drug reactions
AIE	Authority to incur expenditure
AMEK	Association of Medical Engineering of Kenya
AWP	Annual Work Plan
BDS	Bachelor of Dental Surgery
BES & GC	Business Education Single & Group Certificate
BSc	Bachelor of Science
CME	Continuous Medical Education
CNDI	Council of the Institute of Nutritionists and Dieticians
CO	Clinical Officer
COHA	Community Oral Health Association of Kenya
COR	Code of Regulations
CPD	Continuing Professional Development
CPSB	County Public Service Board
EMMS	Electronic Medical Management System
ENT	Ear Nose and Throat
FIF	Facility Improvement Fund
FP	Family Planning
HMIS	Health Management Information System
HIS	Health Information Systems
HR	Human Resource
HRIS	Health Records Information Policy
HRM	Human Resource Management
ICT	Information Communication Technology
IEC	Information Education and Communication
IPC	In-patient care
ISO	International Organisation for Standardisaion
IUCDs	Intra-uterine Contraceptive Devices
IWPs	Individual work plans
KNEC	Kenya National Examinations Council
KQMH	Kenya Quality Model of Health
LPO	Local Purchase Order
LSO	Local Service Order
MA	Master of Arts
MBA	Master of Business Administration
MB/ChB	Bachelor of Medicine/Bachelor of Surgery
MO	Medical Officer
MOH	Ministry of Health

MOMS	Ministry of Medical Services
MOPHS	Ministry of Public Health Services
MoU	Memorandum of Understanding
MPH	Master of Public Health
MSc	Master of Science
OT	Occupational Therapy
OSH	Occupational Safety and Health
PDMS	Provincial Director of Medical Services
PDAs	Professional Development Activities
PHOS	Public Health and Occupational Safety
PM	Post-mortem
SCM	Supply Chain Management
SOPs	Standard Operating Procedures

MEDICAL SUPERINTENDENT

Job Title	MEDICAL SUPERINTENDENT	
Department/Unit	Health Services/Medical Services	
	Reports to	Director Medical Services
	Supervises	Medical Specialist, Medical Officers and all Health Management Team (HMT) members
Position summary	Å To ensure health policy translation, implementation, coordination, monitoring and evaluation and reporting Å To direct the development and implementation of short- and long-range objectives, policies, budgets and operating plans for the hospital, which are aligned to the national/county objectives Å To represent the hospital to the Government, public and other stakeholders and serve as Secretary to the Hospital Management Committee (HMC)	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Service delivery	Responsible for ensuring continuous improvement in service quality and operational efficiency	Å Number of departments/units with necessary/ adequate medical equipment and tools Å Percentage reduction in length of stay Å Percentage implementation of Service Charter
Provision of specialised referral services	Coordinate and monitor the provision of specialised referral services	Å Number of departments/units with necessary/ adequate medical equipment and tools Å Number and range of specialised services provided by the hospital Å Percentage increase in customer satisfaction
Leadership and governance	Å Ensure good corporate governance in the hospital Å Ensure implementation of Chapter 4 and 6 of The Constitution of Kenya	Å Anti-corruption policy in place Å Institutional Code of Conduct developed and operationalised Å Institutional Corruption Prevention Plan in place Å Number of Integrity Officers trained on corruption risk assessment and management Å Number of staff sensitised on anti-corruption risk assessment Å Number of anti-corruption cases dealt with Å Percentage of suppliers satisfied with hospital procurement procedures Å Number of meetings with minutes held by the Integrity Committee Å Proportion of women to men (gender balance) and representation of the marginalised and people with disabilities in the workforce

Job Title	MEDICAL SUPERINTENDENT	
Infrastructure development and maintenance	Å Ensure protection, development and maintenance of hospital facilities Å Use of Information, Communication and Technology (ICT) to enhance service delivery	Å Percentage of hospital land secured against encroachment Å Proportion of essential service areas with functioning working equipment compared with the rest of the hospital Å Percentage of flagship project funds used in a given financial year Å Percentage of staff equipped with computer skills/percentage of computer-literate staff Å Number of e-Government standards adopted and operationalised Å Percentage (level) of ICT integration
Strategic and annual work planning	Å Provide guidance in the development and implementation of a strategic plan, which is linked to Vision 2030 and Health Sector goals Å Provide guidance in the development of annual work plans (AWPs) Å Provide guidance in the development of departmental and individual staff work plans	Å Number of AWPs ready and accessible based on the hospital's strategic plan Å Rate (per cent) of strategic plan implementation Å AWPs submitted to County Headquarters on time Å Number of departments preparing work plans by the beginning of the financial year Å Number of staff preparing individual work plans (IWPs) by the 31st of July Å Rate (per cent) of departmental/individual work plan implementation based on the hospital's strategic plan
Human resource management (HRM) and development	Ensure effective and equitable human resource management (HRM) and development	Å Human Resource Management (HRM) Policy in place Å Number of staff promoted in a financial year Å Number of staff engaged to fill staffing gaps in the institution Å Ratio (per cent) of staff against Norms and Standards Å Percentage increase in staff satisfaction Å Percentage increase in work climate perceptions Å Number of staff cadres with job descriptions Å Number of departments completing quarterly and annual performance appraisals on a timely basis Å Number of departments achieving performance contract targets
Performance management	Å Provide direction, guidance and counsel in ensuring achievement of Performance Contract targets Å Ensure quarterly performance appraisals are conducted and documented by all staff	Å Number of staff submitting performance contract returns/updates on a timely basis Å Number of staff achieving performance targets Å Number of departments undertaking quarterly performance appraisal reviews Å Number of staff submitting annual performance appraisal reports by the 31st of July

Job Title	MEDICAL SUPERINTENDENT	
Financial management and sustainability	Å Ensure effective financial management in accordance with Government financial and accounting procedures	Å Rate (per cent) of Strategic Plan implementation Å Percentage increase in hospital revenue Å Percentage increase in funds raised from government and other sources Å Percentage of audit recommendations implemented in a year
Sustainability	Å Enhance sustainability of hospital operations through partnerships and collaboration with development partners and health/ learning institutions	Å Number of MoUs signed Å Number of partners supporting hospital with technical assistance Å Amount of funds raised Å Number of projects implemented/supported by partners annually
Occupational safety and security	Å Ensure safety and security within the hospital premises in accordance with the Public Health and Occupational Safety and other guidelines Å Ensure that employees are made aware of potential hazards in the work place and how to deal with them safely and efficiently Å Put in place a proper fire safety and disaster plan	Å Number of documented OSH procedures Å Number of fire drills conducted monthly Å Number of new staff sensitised on OSH yearly Å Number of safety and security signage placed in strategic locations in the hospital
Affirmative action	Å Ensure implementation of affirmative action on gender, ethnicity and disability as per government policy	Å Number of staff sensitised on affirmative action Å Number of decisions informed by affirmative action
Quality assurance	Å Promote adherence to national health management quality assurance policies and guidelines	Å Number of departments applying Standard Operating Procedures (SOPs) Å Number of internal clinical audits conducted Å Overall percentage rating on clinical audit Å Number of meetings with minutes held by the Kenya Quality Model of Health (KQMH) committee Å Number of public complaints raised Å Number of departments achieving ISO Standards/ratings
Required qualifications		
Academic and professional qualifications	Å Bachelor of Medicine and Bachelor of Surgery (MB ChB) /MD/ Bachelor of Dental Surgery (BDS) or their equivalent Å Relevant postgraduate e.g. MPH, MSc (Health Policy and Management), MA (hospital Management) MSc (Health Services Planning and Management), MBA or Post Graduate Diploma or Certificate in Management will be an added advantage	
Experience	Å At least three (3) years of practice in the medical field and senior management course	
Required licence / certificate	Å Registered/certified by the Medical Practitioners and Dentists Board	

Job Title	MEDICAL SUPERINTENDENT
Essential skills and competencies	Å Drive, enthusiasm and vision needed to lead change in the hospital Å Tenacity, integrity, and positive motivational approach to the management and development of people Å Ability to create partnerships that foster teamwork and networking within the hospital, in Government and across the health sector Å Ability to work, lead and manage a multi-disciplinary team Å Strategic planning and implementation Å Decision-making and problem-solving skills Å Good communication and interpersonal skills
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Provides policy direction Å Oversees service delivery, acquisition and efficient use of resources Å Is the hospital's AIE holder Å Represents hospital in various forums Å Acts as Secretary to the Hospital's Management Board Å Authorises hospital AWPs and targets

Working conditions

- Works in a normal hospital environment with physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Medical and other members of the healthcare team	To receive feedback and offer guidance	Director of Medical Services	To receive guidance and provide routine reporting data and information
Other departments	To receive feedback and offer guidance	Partners and learning institutions	To collaborate

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

MEDICAL SPECIALIST

Job Title	MEDICAL SPECIALIST	
Department/Unit	Health Services: Surgery, Paediatrics, Obstetrics/Gynaecology, Medicine, Ear Nose and Throat (ENT) and Radiology	
	Reports to	Medical Superintendent
	Supervises	Medical Officers, Clinical Officers, Clinical Officers Interns, Medical Officers Interns
Position summary	Å To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury using specialised testing, diagnostic, medical, surgical, physical and psychological techniques Å Supervise the implementation of care and treatment and plans by other medical personnel Å Conduct medical education and research activities	
Essential job functions and standards		
Key result area	**Main tasks**	**Performance indicators**
On-call duties on patient care	Å Respond to all calls of duty by the intern doctor/MO on duty, whether emergency or otherwise, as quickly as possible; Å Physically review all patients and instruct, in writing, all recommendations Å Conduct ward rounds, theatres and clinics Å Observe timeliness in service delivery at all times	Å Percentage adherence to duty roster Å Number of ward rounds undertaken per week
Teaching ward rounds and theatre work	ÅConduct teaching ward rounds with the interns and students rotating in the clinical area	ÅNumber of teaching ward rounds undertaken per month ÅNumber of surgical procedures recorded in Theatre Books ÅNumber of patients seen ÅNumber of clinic days per week
	ÅConduct regular weekly clinics	
	ÅConduct theatre duties	
Provision of health education	ÅProvide education for prevention of disease and promotion of health ÅParticipate in outreach health activities	ÅNumber of activities participated in, in a month ÅNumber of outreach healthcare activities participated in, in a month

Job Title	MEDICAL SPECIALIST	
Work planning, performance management and professional development	Å Prepare and implement AWP based on department work plan Å Use your job description, work plan and Performance Contract, to continually appraise yourself and rectify any shortcomings or suggest necessary assistance Å Conduct quarterly appraisal of staff under your supervision Å Undertake required professional development activities	Å Number of planned activities implemented on a monthly basis Å Number of appraisals conducted in a timely manner in each quarter Å Number of appraisals conducted on a timely basis in each quarter Å Number of Continuing Professional Development (CPD) activities undertaken/ participated in

Required qualifications	
Academic and professional qualification	MB/ChB or its equivalent ÅMaster's degree in area of specialisation ÅRegistered by the Medical Practitioners' and Dentists Board
Experience	Demonstrable skills and experience in the various clinical areas
Required licence / certificate	Licensed by the Medical Practitioners' and Dentists Board
Essential skills and competencies	The analytical ability to evaluate and determine health status of patient and implement proper care plan Å Interpersonal skills to interview, teach and counsel patients; instruct healthcare personnel on procedures and treatment Å Ability to analyse and evaluate patient history, physical examination findings and laboratory values, and make preliminary diagnosis of patients for review by physician Å Ability to design and conduct operational research, analyse and utilise research findings in planning to improve service delivery
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Participates in the development of procedures for the department. Å Makes decisions regarding work processes based on established guidelines. Å Prioritises and organises work to meet changing conditions

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviours
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To consult on patient treatment and care; to collaborate with other cadres of staff	Clients	To provide clinical care, guidance and counselling and disease prevention
Hospital superintendent	To consult and contribute to health service improvement and planning	Visiting students and consultants	To provide training, exchange, and share medical knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

MEDICAL OFFICER

Job Title	MEDICAL OFFICER	
Department/Unit	Health services: Medical Services e	
	Reports to	Medical Superintendent
	Supervises	Medical Officer interns, CO interns, medical students
Position summary	To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury; supervise the implementation of care and treatment plans by other medical personnel, and conduct medical education and research activities	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
On-call duties on patient care	Å Respond promptly to all calls of duty by the intern doctor or nurse-on-duty, whether emergency or otherwise Å Physically review all patients and instruct, in writing, all recommendations Å Assist the consultant in all the wards, theatres and clinics Å Observe timeliness in service delivery at all times	Å Percentage adherence to duty roster Å Number of ward rounds undertaken per week Å Number of patients seen in the clinics Å Number of surgeries done
Minor teaching ward rounds and theatre work	Å Conduct teaching ward rounds with interns and students rotating in the clinical area whenever the specialist is not there Å Undertake certain specified emergency surgeries, minor or major, with the assistance of the intern doctor(s) or student(s)	Å Number of teaching ward rounds undertaken per month Å Number of surgical procedures recorded in Theatre Books Å Number of entries made on patients files
Medico-legal duties	Å Fill P3 Forms Å Perform post-mortems (PMs) and duly fill PM forms Å Undertake medical examinations and certify physical fitness Å Attend to court cases	Å Number of P3s completed in a month Å Number of PMs conducted in a month Å Number of examinations conducted in a month Å Number of court cases attended in a month
Provision of health education	Å Provide education for prevention of disease and health promotional activities Å Participate in outreach health activities	Å Number of activities undertaken in a month Å Number of outreach health activities participated in, in a month

Job Title	MEDICAL OFFICER	
Work planning, performance management and professional development	Prepare and implement AWP based on department work plan Asses and align performance targets to AWP by ensuring quarterly appraisals Attend professional development activities on a yearly basis	Number of planned activities implemented in a month Number of scheduled appraisals conducted quarterly Number of CPD activities undertaken/participated in
Required qualifications		
Academic and professional qualifications	Bachelor of Medicine and Bachelor of Surgery (MB/ChB) or its equivalent	
Experience	At least two years in health facility	
Required licence /certificate	Registered by the Medical Practitioners and Dentists Board	
Essential skills and competencies	Å Analytical ability necessary to evaluate and determine health status of patient and implement proper care plan Å Interpersonal skills necessary to interview, teach and counsel patients; instruct healthcare personnel on procedures and treatment Å Ability to analyse and evaluate patient history, physical examination findings and laboratory values, and make preliminary diagnosis of patients for review by physician	
Essential Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Participates in the development of procedures for the department Å Makes decisions regarding work processes based on established guidelines Å Prioritises and organises work to meet changing conditions	

Working conditions

Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours. Possible risk of exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To consult on patient treatment and care; to collaborate with other cadres of staff	Clients	To provide clinical care, guidance and counselling and disease prevention
		Visiting students and consultants	To provide training, exchange, share medical knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLINICAL OFFICER – ANAESTHETIST

Job Title	CLINICAL OFFICER – ANAESTHETIST	
Department/Unit	Clinical services	
	Reports to	Clinical Officer in charge of hospital
Position summary	This job exists to administer anaesthesia to patients in the hospital theatre in preparation for surgical/obstetrics and gynaecological operations.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Patient care	Å Pre-operative patient management Å Administering anaesthesia to patients in theatre Å Assisting in post-operative managemen of patients	Well-documented patient notes; well-filled anaesthetic charts
Referral	Refer complicated cases to anaesthesiologist	Number of patients referred
Training	Updating general clinicians and interns on anaesthesia	Number of updates done

Required qualifications	
Academic and professional qualifications	Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health Higher diploma in anaesthesia
Required licence/ certificate	Å Registered by the Clinical Officers Council Å Valid professional practising licence
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å High degree clinical acumen
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Prioritise and organise work to ensure adequate coverage by clinicians in various departments

Working conditions

Works in a suitable theatre environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents and extraneous circumstances.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To consult on patients pre and post operative treatment and care; To collaborate with other cadres of staff on the pre- and post-operative care of patients	Clients	To provide clinical care, on pre and post operative care of patients

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

GENERAL CLINICAL OFFICER

Job Title	GENERAL CLINICAL OFFICER	
Department/Unit	Out patient	
	Supervisor	Medical superintendent
	Supervises	Clinical officers
Position summary	Offer consultation, investigate and interpret results, diagnose, treat/manage various diseases/conditions and perform minor surgery at casualty/minor theatre as well as attend to emergencies and/or refer client as appropriate	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Consultation from patient on health problems	Å History taking, physical examination and determine investigation to be carried out in the patient	Number of working diagnoses made and documented
Investigate the patient as per working diagnosis	Å Generate laboratory/radiological request forms Å Collect specimen samples as required	Number of duly filled laboratory or radiological request forms
Interpret the laboratory/ radiological results	Å Read the result and compare with the normal to detect the anomaly	Number of conclusive diagnoses made and documented
Treat and manage various diseases/conditions; medical or surgical emergencies	Å Prescribe medication, do resuscitation Å Offer minor surgeries Å Refer as appropriate	Å Number of patients treated and resuscitations done Å Number of minor surgeries done Å Number of patients referred
Provide mentorship to other health workers	Å Train and mentor junior clinical officers Å Train and mentor other healthcare workers Å Train students on attachment	Å Number of junior clinical officers mentored Å Number of other healthcare workers mentored Å Number of sessions given to students
Required qualifications		
Academic and professional qualifications	Å Bachelor of Science in Clinical Medicine and Surgery/Community Health. Å Registered with the Clinical Officers Council with valid practising licence	
Experience	Minimum of one (1) year internship training	
Essential skills and competencies	Å Diagnostic skills Å Counselling skills Å Managerial stills Å Good interpersonal relationships	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Ability to consult and make treatment decisions based on guidelines/protocols	

Working conditions

Works in a suitable hospital environment with minimal physical discomfort related to temperature, noise, noxious smells, disease agents and extraneous circumstances

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To consult on patients' treatment and care; To collaborate with other cadres of staff on patient care and treatment	Clients	To provide clinical care, for the patients

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLINICAL OFFICER – ENT

Job Title	CLINICAL OFFICER – ENT	
Department/Unit	Clinical services	
	Reports to	Clinical officer in charge of hospital
	Supervises	
Position summary	This job exists to offer specialised clinical primary ear, nose, throat, head and neck care and treatment services to patients in the Hospital.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Patient care	Å Ensure quality history-taking, examination, diagnosis and treatment of patients with ENT conditions within the hospital	Å Well-documented patient notes
Referral services	Å Refer ENT patients to appropriate medical consultants, special clinics or other higher levels for further diagnosis and treatment	Å Number of patients referred
Training and research	Å Updating general clinicians, interns and students on basic E.N.T head and neck care Å Participating in clinical research and surveys in the hospital	Å Number of updates done Å Research reports available
Required qualifications		
Academic and professional qualification	Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health Higher Diploma in Clinical Medicine and Surgery ENT specialist	
Required licence/certificate	Å Registered by Clinical Officers Council Å Valid professional practising licence	
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å High degree clinical acumen	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Prioritise and organise work to ensure adequate coverage by clinicians in various departments	

Working conditions

Works in a suitable hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents and extraneous circumstances

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To consult on patients' treatment and care; To collaborate with other cadres of staff on patient care & treatment	Clients	To provide clinical care for patients

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HOSPITAL CLINICAL OFFICER

Job Title	HOSPITAL CLINICAL OFFICER IN CHARGE	
Department/Unit	Clinical services	
	Reports to	Medical Superintendent
	Supervises	General Clinical Officers, Specialist Clinical Officers, Plaster technicians, Clinical Officer students/interns
Position summary	Overseeing provision of quality clinical services in the hospital	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Patient care	Å Ensuring quality history-taking, examination, diagnosis and treatment of patients	Å Well-documented patients notes
Administration/supervision	Å Developing duty roster for clinicians Å Requisitioning clinical supplies and equipment Å Development of department work plan Å Preparation of monthly departmental reports Å Supervision of clinical services in the hospital Å Ensuring availability of relevant working equipment	Å Duty rosters available Å Filled and submitted requisition forms Å Number of meetings attended Å Filed reports
Training and research	Å Updating clinicians on available clinical guidelines Å Participating in clinical research and surveys in the hospital Å Speaking for clinicians on the training committee	Å #of updates and guidelines disseminated Å Number of information, education communication materials Å Research reports available
Required qualifications		
Academic and professional qualifications	Å Bachelor of Science in Clinical Medicine with two (2) years of experience Å Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health with three (3) years of experience	
Required licence/ certificate	Å Registered by Clinical Officers Council Å Valid professional practising licence	
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å High degree clinical acumen	

Job Title	HOSPITAL CLINICAL OFFICER IN CHARGE
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Prioritises and organise work to ensure adequate coverage by clinicians in various departments

Working conditions

Works in a suitable hospital environment with minimal physical discomfort related to temperature, noise, noxious smells, disease agents and extraneous circumstances

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	Å To consult on patients' treatment and care; Å To collaborate with other cadres of staff on patients care and treatment	Clients	To provide clinical care for patients

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLINICAL OFFICER – OPTHALMOLOGY

Job Title	CLINICAL OFFICER – OPTHALMOLOGY	
Department/Unit	Clinical services	
	Reports to	Clinical Officer in charge of hospital
	Supervises	
Position summary	This job exists to offer specialised clinical primary eye care and treatment to patients in the hospital.	

Essential job functions and standards

Key Result Area	Main Tasks	Performance indicators
Patient care	Å Ensure quality history-taking, examination, diagnosis and treatment of patients' eye conditions within the hospital.	Well-documented patients notes
Referral	Å Refer eye patients to appropriate medical consultants, special clinics or other higher levels for further diagnosis and treatment.	Number of patients referred
Training and research	Å Updating general clinicians, interns and students on basic eye care Å Participating in clinical research and surveys in the hospital	Å Number of updates done Å Research reports available

Required qualifications

Academic and professional qualification	Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health Higher diploma in ophthalmology
Required licence/ certificate	Registered by Clinical Officers Council Valid professional practising licence
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å High degree clinical acumen
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Prioritise and organise work to ensure adequate coverage by clinicians in various departments

Working conditions

Works in a suitable hospital environment with minimal physical discomforts caused by temperature, noise, noxious smells, disease agents and extraneous circumstances

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	Å To consult on patients' eye treatment and care Å To collaborate with other cadres of staff on patient	Clients	To provide ophthalmic care for patients

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLINICAL OFFICER – ORTHOPAEDICS AND TRAUMA

Job Title	CLINICAL OFFICER – ORTHOPAEDICS AND TRAUMA	
Department/Unit	Clinical services	
	Reports to	Clinical officer in charge of hospital
	Supervises	
Position summary	To offer orthopaedic care and trauma management	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Patient care	Å Ensure quality history-taking, examination, diagnosis and treatment of orthopaedic and trauma clients Å Consulted by general clinicians on matters concerning orthopaedics and trauma	t/U nit•Nur f clients managed Å Number of consultations offered
Referral	Å Refer orthopaedic patients to appropriate orthopaedic consultants, special clinics or other higher levels for further management	Å Number of patients referred
Training and research	Å Updating general clinicians, interns and students on orthopaedic and trauma clients management Å Participating in clinical research and surveys in the hospital	Å Number of updates done Å Research reports available
Required qualifications		
Academic and professional qualification	Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health Higher Diploma in Clinical Medicine and Surgery, Orthopaedic trauma	
Required licence/ certificate	Registered by Clinical Officers Council Valid professional practising licence	
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å High degree clinical acumen	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	

Job Title	CLINICAL OFFICER – ORTHOPAEDICS AND TRAUMA
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Gives guidance to general clinicians, interns and students on management of orthopaedic and trauma cases

Working conditions

Works in a suitable hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents and extraneous circumstances

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Clinical officer in charge	Direct supervision	Clients	For management
Consultants and other medical staff	Å To consult on orthopaedic patients' treatment and care Å To collaborate with other cadres of staff on patients care and treatment	Clients	To provide clinical care, for orthopaedic patients

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLINICAL OFFICER – PAEDIATRICS

Job Title	CLINICAL OFFICER – PAEDIATRICS	
Department/Unit	Clinical services	
	Reports to	Clinical Officer in charge of hospital
	Supervises	
Position summary	This job exists to offer clinical care to paediatric clients both in and outpatient in the hospital.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Patient care	Ensure quality history taking, examination, diagnosis and treatment of paediatric clients Consulted by general clinicians on matters concerning paediatric clients	Å Number of clients managed Å Number of consultations offered
Referral	Refer paediatric patients to appropriate paediatric consultants, special clinics or other higher levels for further management	Å Number of patients referred
Training and research	Updating general clinicians, interns and students on paediatric clients management Participating in clinical research and surveys in the hospital	Å Number of updates done Å Research reports available
Required qualifications		
Academic and professional qualification	Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health Higher Diploma in Clinical Medicine and Surgery - Paediatrics	
Required licence/Certificate	Registered by the Clinical Officers Council Valid professional practising licence	
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organizational skills Å High degree clinical acumen	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	

Job Title	CLINICAL OFFICER – PAEDIATRICS
Authority/decision-making	Å Contribute to the development and implementation of the work plan Å Provide guidance to general clinicians, interns and students on management of paediatric cases

Working conditions

Works in a suitable hospital environment with minimal physical discomfort due to temperature, noise, noxious smells, disease agents and extraneous circumstances,

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Clinical officer in charge	Direct supervision	Clients	For management

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLINICAL PHARMACIST

Job Title	CLINICAL PHARMACIST	
Department/Unit	Clinical services	
	Reports to	Medical Superintendent
Position summary	Provision of pharmaceutical care to ensure safe, efficient and cost-effective use of medicines with the aim of achieving definite treatment outcomes that improve patients' quality of life	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Management of pharmaceutical services	Å Coordination and development of the provision of patient-centred clinical pharmacy services in the hospital	Å Number of ward rounds participated in Å Number of planned activities implemented monthly, quarterly, and yearly
Support clinical staff in medication management	Å Take, maintain and reconcile patient medication histories as required. Å Provide support to the clinical team in the management of patients, including selection and dosing of medicines. Å Review patient medical and pharmaceutical records and monitor for efficient drug therapy, drug interactions, contraindications, allergies and sensitivities. Å Identify, assess and manage adverse drug reactions and medication errors in collaboration with the clinical team and facility Medicines and Therapeutics Committee. Å Monitor patient therapeutic responses to medications and provide advice on adjustment based on approved protocols.	Å Number of prescriptions reviewed
Patient education	Provide patient and caretaker education including discharge counselling and follow-up	
Quality assurance	Å Conduct on-going assessment of medicine use within the hospital such as medicine use evaluations and prescription audits and implement measures to improve use, where necessary. Å Provide support for evidence-based selection and use of medicines in the hospital.	Å Number of pharmacovigilance reports filled and submitted to relevant institutions for action e.g. Pharmacy & Poisons Board Å Number of updated drug lists available to clinical team

Job Title	CLINICAL PHARMACIST	
Development and implementation of operational guidelines	Å Provide support for the development and implementation of treatment protocols and guidelines for the safe, effective and economic use of medicines	Å Number of updated drug lists available to clinical team
Facilitate facility-based Continuous Medical Education (CME) programmes	Å Provide in-service and continuing professional development education on medicines and therapeutics to hospital clinical staff Å Support provision of medicines information within the hospital Å Support the work of the Medicines and Therapeutics Committee	Å Number of interns oriented on matters of clinical pharmacy Å Number of CMEs done and reports compiled
Training and research	Å Updating general clinicians, interns and students on management of medicines for paediatric client Å Participating in clinical research and surveys in the hospital	Å Number of updates done Å Research reports available
Required qualifications		
Academic and professional qualification	Bachelor of Pharmacy from a recognised university with additional post-graduate qualification in clinical pharmacy (Master of Pharmacy or Bachelor of Science)	
Required licence/certificate	Å Licensed/registered to practice in Kenya by the Pharmacy and Poisons Board Å Maintain required continuing education for registration/licensure	
Experience	Å Five (5) years of practice as a pharmacist	
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills Å High degree of clinical acumen	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Provide guidance to general clinicians, interns and students on management of medicines for paediatric cases	

Working conditions

Works in a suitable hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents and extraneous circumstances

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Medical superintendent, medical specialist, nurses, clinical officers	Support clinical and medical staff on pharmacological issues	Clients	Provision of services

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

OCCUPATIONAL THERAPIST

Job Title	OCCUPATIONAL THERAPIST	
Department/Unit	Health services	
	Reports to	Occupational Therapist-in-charge
	Supervises	
Position summary	Provide rehabilitative care and support to in-patient, out-patient and home-based clients with injuries, or disabilities through the therapeutic use of everyday activities.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance Indicator**
Rehabilitation and treatment of patients	Å Conduct evaluation and assessment of clients having physical disabilities, disorders or injuries.	Å Number of clients assessed and evaluated
	Å Set up a treatment plan for the clients, outlining clients' goals against the planned.	Å Number of clients placed on treatment
	Å Instruct client, families and other professionals involved in treatment techniques and exercises outlined in the programme.	Å Number of ward rounds attended Å Number of home visits undertaken
	Å Provide early intervention therapy to infants and toddlers, who develop, or are at risk of experiencing developmental delays.	Å Number of infants and toddlers attended to
	Å Recommend appropriate adaptive equipment in activities of daily living (ADL) and leisure and instruct/train clients with temporary/permanent disabilities on how to use them.	Å Number of clients instructed
	Å Provide early intervention on psychosocial therapy and rehabilitation.	
	Å Design and fabricate splints and assistive aids.	Å Number of splints designed
	Å Conduct regular evaluation of occupational clients to assess progress and response to therapy and revise treatment programme where necessary Conduct education for clients and their families on care of the physically challenged members.	Å Number of clients successfully completing treatment programme Å Number of sessions conducted
	Å Ensure accurate documentation and records of all clients attended.	Å Availability of well-documented register

Job Title	OCCUPATIONAL THERAPIST	
Administrative	Participate in the development of departmental work plan and budget based on the hospital strategic plan	Å Availability of departmental work plan
	Prepare individual AWP based on department work plan	Å Availability of individual work plan
	Participate in departmental meetings	Å Number of meetings attended
	Contribute to the work of the various committees related to OT	Å Number of meetings attended
	Prepare and submit monthly/quarterly reports	Timely reports submitted
Required qualifications		
Academic and professional qualifications	Diploma in Occupational Therapy	
Experience	At least one (1) year of practice Demonstrable skills and experience in OT, using modern equipment and tools	
Required licence /certificate	Registered with Kenya Occupation Therapists Association	
Essential skills and competencies	Ability to apply a broad range of OT techniques (modalities) and using assistive and adaptive devices and equipment	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Provides guidance in the development of procedures for the department Å Makes decision regarding work processes based on established guidelines	

Working conditions

- Works in a normal hospital environment with limited physical discomforts related to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and others' behaviour.
- Risk of exposure to communicable diseases, hazardous material, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To contribute to the client treatment programme	Clients	To provide OT treatment and support
HMT	To consult and contribute to health service improvement and planning in the hospital	To newly graduated	To provide continuous training

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

DENTAL OFFICER

Job Title	DENTAL OFFICER	
Department/Unit	Dental	
	Reports to	Medical Superintendent
	Supervises	Community Oral Health Officer Dental Technician
Position summary	Å Dealing with cases of special difficulty or providing treatment to long-stay hospital in-patients and emergency treatment for short-stay patients. Treatment may be provided to the general public for teaching purposes Å Assessing dental health needs of populations rather than individuals	

Essential job functions and standards

Key Result Area	Main Tasks	Performance indicators
Å Promote primary oral healthcare Å Diagnosis and treatment of common cases and of special difficulty	Å Educating patients on oral healthcare Å Diagnosing patients' dental conditions by using tools such as X-rays Å Assessing treatment options and agreeing on treatment plans with patients Å Carrying out agreed clinical treatments Å Maintaining patients' dental records Å Training and managing staff in the department Å Overseeing budgets and maintaining equipment stock;	Å Number of health education sessions held Å Number of dental cases examined Å Number of staff trained Å Number of staff appraised Å Number of budgets developed quarterly Å Number of CME sessions held

Required qualifications

Academic and professional qualifications	Bachelor's degree in Dental Surgery from a recognised institution.
Experience	One-year internship as Dental Officer in an internship approved hospital
Required licence/certificate	A valid practising licence from the Kenya Medical Practitioners and Dentists Board.
Essential skills and competencies	Å Technical dental skills plus the ability to maintain intense concentration for prolonged periods Å Ability to build relationships with patients and colleagues Å Good administrative and managerial abilities to run a dental practice Å Information Technology (IT) skills for keeping records and accounts, and for digital imaging of radiographs and intra-oral photography.
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality

Job Title	DENTAL OFFICER
Authority/decision-making	Â Plans and organises schedules for the department Â Decides on the appropriate dental treatment on various dental ailments Â Decides when to make requisitions for supplies needed for his/her work

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Medical Superintendent	Supervisor	Clients	He or she gives dental services and community health education.
Dental Technologist	Gives prescriptions for dental appliances and supervises		
Community Oral Health Officer	Supervises and trains		

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

DENTAL TECHNOLOGIST

Job Title	Dental Technologist	
Department/Unit	Dental	
	Reports to	Dental Surgeon
Position summary	He or she is a member of the dental team who upon prescription from a dental clinician, constructs custom-made restorative and dental appliances.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Construction of restorative and dental appliances	Å Replaces partial or total loss of natural teeth by constructing partial or full dentures (metal and non-metal) Å Restores natural teeth by fabricating crowns and bridges Å Corrects dental irregularities by manufacturing fixed or removable appliances Å Completes implantology procedures by fabricating prostheses to fit implants the dentist places directly into the patient's jawbone. Å Replaces missing facial and body tissues due to injury, disease, or developmental abnormality by fabricating maxillo-facial prostheses. Å Constructs prostheses by following the dentist's prescription; making models of the mouth and teeth from impressions of the patient's mouth taken by the dentist; building-up wax replicas of part or all of the mouth and/or teeth on the model; encasing the wax in a mould material and melting away the wax; replacing the wax with plastic, metal, or ceramic materials to make the replacement appliance; polishing and finishing the appliance prior to its fitting in the patient's mouth by dentist.	Å Number of partial or full dentures (metal and non-metal) made Å Number of fabricated crowns and bridges Å Number of corrected dental irregularities by manufacturing fixed or removable appliances Å Number of completed implantology procedures done
Administrative	Å Documents actions by completing forms, reports, logs, and records. Å Utilises and conserves supplies and equipment by completing plaster casting, electro-spot welding, metal casting, metal polishing, wax modelling, ceramics, wire-bending, electroplating and sandblasting; using CAD/CAM units; maintaining supplies inventories; keeping equipment operating Å Improves quality results by studying, evaluating, and re-designing processes and implementing changes Å Updates dental laboratory technician job knowledge and skills by taking advantage of educational opportunities; reading professional publications; maintaining personal networks; participating in professional organisations. Å Enhances dental laboratory reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.	Å Number of reports completed Å No of CMEs attended Å Number of supplies requisitioned

Job Title	Dental Technologist
Required qualifications	
Academic and Professional Qualification	Diploma in Dental Technology from a recognised institution.
Experience	Qualification
Required licence/ certificate	N/A
Essential skills and competencies	Å Customer focus Å Customer Service skills Å Use of Modern Dental Technology Å Knowledge of Dental Health Maintenance Å Procedural skills in construction of custom-made restorative and dental appliances. Å Documentation skills
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Decides what materials to use for dental appliances prescribed by the dental clinician

Working conditions

- The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.
- She or he is at possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions. She or he works from a swell-equipped dental laboratory.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Dental Surgeon	Surgeon supervises technologist and gives him or her prescriptions for dental appliances	Clients	He or she gives dental services
Community Oral Health Officer	Gives the technologist prescriptions for dental appliances		

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

RADIOGRAPHER

Job Title	RADIOGRAPHER	
Department/Unit	Health services – Curative Services	
	Reports to	Radiologist
	Supervises	Other radiographers in the department
Position summary	This job exists to test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for diagnosis and treatment of injury, disease and other impairments.	

Essential job functions and standards

Key Result Area	Main Tasks	Performance indicators
Diagnostic procedures	Å Set up and operate imaging equipment used in the medical diagnosis and/or treatment of patients	Å Number of X-rays and other diagnostic procedures undertaken Å Number of patient records maintained
	Å Select proper ionizing factors for radiological diagnosis	
	Å Adjust and set radiographic controls, such as kilovolt age and mill amperage, to prescribed specifications for proper timing of exposure; regulate the length and intensity of film exposure	
	Å Under supervision of the radiologist, evaluate patients' medical information to determine patients' risk factors or appropriate procedure	
	Å Position and restrain patients and take X-rays of patients' chest, limbs, or other parts of the body as requested by physicians	
	Å Develop, fix, wash, and dry exposed films using film processing and drying equipment Å Provide ultrasound services and reports	
Administrative	Stores Management Å Ensure that there are adequate supplies of radiographic and photographic supplies, and equipment Å Maintain registers of stocks and supplies	Å Number of reported cases of stock-outs Å Number of registers maintained correctly
	Equipment maintenance Å Calibrate, test and maintain diagnostic imaging equipment Å Clean, maintain, and make minor adjustments to medical imaging equipment, including determining repairs needed	Å Percentage of equipment in working and serviceable condition Å Evidence of equipment adhering to a planned preventive maintenance scheme
	Meetings Å Participate in departmental meetings Å Contribute to the work of the various committees related to radiology/radiography	Å Number of departmental meetings attended Å Number of committee meetings attended

Job Title	RADIOGRAPHER	
	Reports Å Prepare and submit monthly and quarterly reports	Å Number of reports submitted monthly/ quarterly
Quality assurance, safety and security	Ensure radiation safety to patients and other personnel Å Implement infection control procedures for the work area Å Maintain quantity and quality control checks to assure the unit meets standards required by law, rules, and departmental policies	Å Number of staff routinely applying Standard Operating Procedures (SOPs)
Training and research	Induct, supervise, train interns in the department	Å Number of students completing internships
	Å Undertake research, provide support to hospital staff and external researchers	Å Number of research projects undertaken/ participated in
	Å Undertake requisite professional development activities	Å Number of CPD activities Å undertaken/participated in
Work planning, performance management, and professional development	Å Provide guidance in the preparation of departmental work plan and budget based on the hospital's strategic plan Å Prepare individual annual work plan based on the department work plan	Å Number of planned activities implemented monthly
	Å Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance	Å Number of appraisals conducted quarterly
Required qualifications		
Academic and professional qualifications	Diploma in any of the following: Å Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerised Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognised Institution	
Experience	At least one year of practice	
Required licence/ certificate	Registration with the Society of Radiography in Kenya	
Essential skills and competencies	Å Ability to lift and position patients for the type of procedure required Å Ability to set up and operate imaging and fluoroscopic equipment Å Ability to clean, maintain and make minor adjustments to equipment Å Ability to deal with staff and patients in a positive and successful manner	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Prioritises and organises work to meet changing and multiple demands	

Working conditions

- Works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- Possible risk of exposure to communicable diseases, hazardous materials and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		**External Customers**	
Who	**Why**	**Who**	**Why**
Clinical departments	To discuss/explain findings	Clients	To provide radiology services
		Visiting students and interns and researchers	To provide training, exchange, share diagnostic knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

PHYSIOTHERAPISTS

Job Title	PHYSIOTHERAPIST	
Department/Unit	Health services	
	Reports to	Medical Superintendent
Position summary	As a member of the healthcare team, provide care to clients with functional problems resulting from back and neck injuries, sprains, strains, and fractures, arthritis, amputations, stroke, birth conditions, such as hemiplegics cerebral palsy, musculoskeletal and neurological conditions, injuries related to work and sports and other conditions.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Rehabilitation and treatment of patients	referral of emergency and assessment and evaluation to establish a diagnosis and prognosis prior to initiating intervention/ treatment	Å Number of clients evaluated and assessed
	Å Establish plan of care, interventions or treatments and manage the needs of the patient based on the examination, evaluation, diagnosis, prognosis, goals, and outcomes of the planned interventions or treatments for identified disabilities (impairments, activity limitations and participation restrictions) and/or for prevention, health promotion, fitness, and wellness.	Å Number of clients placed on treatment
	Å Educate clients, families and (other professionals involved) in handling techniques and exercises in the care of patients.	Å Number of sessions held
	Å Use exercises, stretching manoeuvres, hands-on therapy and equipment to ease clients' pain and to help them increase their ability to function.	Å Number of clients completing treatment programme
	Å Conduct regular evaluation of clients to assess progress and response to therapy and revise treatment programme where necessary	Å Number of clients completing treatment programme
Administrative	Å Participate in the development of departmental work plan and budget based on the hospital strategic plan	Å Departmental work plan available
	Å Prepare individual annual work plan based on the department work plan	Å Individual work plan available
	Å Participate in departmental meetings. Å Contribute to the work of the various committees related to Occupational Therapy	Å Number of meetings attended
	Å Prepare and submit monthly/quarterly reports	Å Timely reports submitted

Job Title	PHYSIOTHERAPIST
Required qualifications	
Academic and professional qualifications	Diploma in Physiotherapy
Experience	At least one (1) year of practice Demonstrable skills and experience in physical therapy using modern equipment and tools
Required licence/certificate	Registered with the Kenya society of Physiotherapists
Essential skills and competencies	Å Technical competencies Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality.
Authority/decision-making	Provides guidance in the development of procedures for the department Makes decisions regarding work based on established guidelines

Working conditions

- Works in a normal hospital environment with minimal physical discomfort related to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and other people's behaviour.
- Possible risk of exposure to communicable diseases, hazardous material, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To contribute to client treatment programme	Clients	To provide occupational therapy treatment and support
HMT	To consult and contribute to health service improvement and planning in the hospital	New graduates	To provide continuous training

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HEALTH RECORDS AND INFORMATION OFFICER-IN-CHARGE

Job Title	HEALTH RECORDS AND INFORMATION OFFICER-IN-CHARGE	
Department/Unit	Health Services	
	Reports to	Medical Superintendent
	Supervises	Health records officers and data clerks
Position summary	Å Assess, manage and implement health records processing, storage and retrieval systems in the hospital in accordance with the national health policy guidelines. Å Planning, organising, coordinating and supervising of health records and information management activities in the hospital	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Health records information system (HRIS) policy	Å Initiate, document and provide guidance in the implementation and maintenance of an appropriate health records and information system in accordance with the national HRIS Å Participate in, and provide guidance in the integration of the hospital HRIS with other health management systems in the institution	Å Number of documented HRIS policies Å Number of HRIS documents updated in a month
Health records information system	Å Provide guidance in the development, implementation, maintenance and upgrading of HRIS in line with MOH and the Health Sector policy and guidelines Å Ensure implementation of medical-legal laws, rules and regulations on Health Records Information Management.	Å Number of HRIS procedures aligned to national HRIS policy Å Number of reported/ observed instances of professional impropriety by HRIS staff
Health records management	Å Ensure adherence to established client scheduling, records maintenance and case documentation procedures Å Ensure security and confidentiality of HRIS records and information contained therein	Å Number of client/patient records found incomplete Å Number of missing patients' records
Registration of births and deaths	Å Act as Assistant Registrar of Births and Deaths in the hospital Å Ensure that burial permits are issued in time and records maintained in accordance with the relevant act and other existing rules and regulations	Å Number of birth and death notifications made monthly Å Number of clients expressing satisfaction with services provided

Job Title	HEALTH RECORDS AND INFORMATION OFFICER-IN-CHARGE	
Reporting	Å Ensure preparation and submission of quality and timely statistical data as required by the clinical teams, hospital administration and Ministry Headquarters Å Ensure preparation of statistical reports, narrative reports and graphic presentations of information for use by hospital management, researchers, and other users Å Compile medical care and data for statistical reports on diseases treated, surgical operations performed, etc., and hospital bed use	Å Number of reports submitted on time Å Number of internal clients expressing satisfaction with the services provided
Workload statistics	Å Ensure collection, collation, compilation and submission of outpatient/inpatient workload statistics on daily/monthly/ quarterly/annual basis	Å Number of reports submitted on schedule
Training and research	Å Induct, supervise, train students and interns in the department Å Conduct regular in-service training programmes for health records and information personnel and other health personnel in the use of health records and information	Å Number of new staff satisfied with induction in the department Å Number of students and interns completing internship within stipulated time.
	Undertake/participate in/provide support to hospital staff and external researchers	Number of research projects undertaken/participated in a year.
Administrative	Performance Management Å Using job description and work plan and in consultation with the supervisor, continually appraise staff under them and rectify any shortcomings or suggest necessary assistance	Å Number of quarterly appraisals conducted on schedule
	Professional Development Å Support professional development activities (PDA)/CMEs	Å Numbe5 of CPD/CMEs activities undertaken/ participated in, in a month.
	Stationery Å Ensure availability and safe custody of HRIS materials	Å Number of reported cases of stationery stock-outs.
Quality assurance, safety and security	Å Ensure continued adherence to established HRIS protocols, identify and implement best practices Å Provide advice on legal aspects of health records and information management	Å Number of staff reporting continued use of established HRIS protocols
Meetings and committees	Å Facilitate and chair departmental meetings Å Participate in, and contribute to the work of the HMT Å Participate in, and play an active role in the hospital health system committees, including HMT	Å Number of departmental meetings chaired quarterly and their minutes Å Number of monthly HMT meetings attended with minutes
Required qualifications		

Job Title	HEALTH RECORDS AND INFORMATION OFFICER-IN-CHARGE
Academic and professional qualifications	▪ Bachelor of Science in Health Records and Information Management from a recognised institution of higher learning ▪ A senior management course
Experience	At least five (5) 5 years of practice as a Health Records and Information Officer
Required licence/ certificate	Å Must be registered and member of association of medical records of Kenya. Å Have a professional practising licence
Essential skills and competencies	Å Knowledge of MOH data collection tools and data flow systems Å Knowledge of MOH Health Information Systems (HIS) Policy Å Knowledge of Standards and Guidelines for Electronic Medical Record Systems in Kenya Å Health Records Information System Management Å Computer proficiency in MS Office Suite and word processing, databases, spread sheets, including advanced skills in at least two of the following programs: SPSS, Epi Info, Stata Å Patient Management Software, Data Collection & Reporting Software and Data Analysis Software
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Provides leadership in the development of departmental work plan and budget Å Provides leadership in the development of procedures and identification of internal and external best practices for the department

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals
- Has contact with clients of unpredictable and behaviours
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Clinical staff	Å To consult on appropriate/ missing client/patient data Å To provide health data and other information	Clients/Patients	Å To obtain demographic data Å To provide birth and death notifications
HMT	Å To report on departmental activities and participate in the work of the committee	Visiting students and researchers	To provide training, exchange, and share medical knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

SENIOR HEALTH ADMINISTRATIVE OFFICER

Job Title	SENIOR HEALTH ADMINISTRATIVE OFFICER	
Department/Unit	Health Services: Administration	
	Reports to	Medical Superintendent
	Supervises	Procurement, Finance, Transport, Human Resource, Support staff
Position summary	To ensure effective and efficient provision of administrative support services in the hospital	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Infrastructure development and maintenance	Å Promote and support development and maintenance of hospital facilities Å Promote and support use of ICT to enhance service delivery	Å Percentage of hospital land secured against encroachment Å Number of essential service areas with working equipment Å Percentage of flagship project funds utilised in a given financial year Å Percentage of staff trained in computer skills/computer ratio Å Number of e-Government standards adopted and operationalised Å Percentage level of ICT integration
Strategic planning and annual work planning	Å Implementation of the strategic plan, which is linked to Vision 2030 and the Health Sector	Å Number of departments and staff implementing work-plans that are based on the hospital's strategic plan Å Percentage of strategic plan implemented
	Å Promote and support development of AWPs	Å AWP document submitted to the county headquarters on time
	Å Promote and support the development of departmental and individual staff work plans based on the hospital's strategic plan	Å Number of departments with work plans by 30th June Å Number of staff with individual work plans by 31st July Å Percentage rate of departmental/individual work plans implemented.
Performance management	Å Promote and support direction, guidance and counsel in ensuring achievement of Performance Contracts targets Å Promote and support quarterly performance appraisals by all staff	Å % of staff submitting performance contract returns/updates on a annually basis Å # of staff achieving performance contract targets in a year. Å Number of departments undertaking quarterly performance appraisal reviews Å Number of staff submitting annual performance appraisal reports by 31st July
Financial management and sustainability	Promote and support effective financial management in accordance with Government financial and accounting procedures	Å Percentage rate of Strategic Plan implementation Å Percentage increase in FIF Å Percentage increase in funds raised from government and other sources Å Percentage of audit recommendations implemented per year

Job Title	SENIOR HEALTH ADMINISTRATIVE OFFICER	
Occupational safety and security	Promote and support safety and security within the hospital premises in accordance with the Public Health and Occupational Safety and other guidelines	Å Number of documented OSH procedures Å Number of fire drills conducted in a year Å Number of new staff sensitised on OSH in a year Å Number of safety and security signage placed in strategic locations at the hospital
	Ensure that employees are made aware of potential hazards in the work place and how to deal with them in a safe and efficient manner	
	Ensure that a proper fire safety and disaster plan is in place	
Satisfaction surveys	Å Ensure customer/staff satisfaction surveys are conducted annually and findings/recommendations Å implemented	Number of customer/staff survey findings/ recommendations implemented in a year
	Å Ensure work climate satisfaction surveys are conducted annually and findings/recommendations implemented	Number of survey findings/recommendations implemented in a year
Affirmative action	Å Monitor implementation of affirmative action gender, ethnicity and disability as per government policy	Å Number of staff made aware of affirmative action Å Number of decisions informed by affirmative action Å Number of disability audits conducted
Quality assurance	Å Promote and support the quality assurance systems for monitoring service quality and for investigating incidents and complaints in the hospital Å Support the management of clinical audit, promoting and participating in quality assurance issues including multidisciplinary audit and quality initiatives Å Ensure that staff comply with the Ministry of Medical Services/Ministry of Public Health (MOMS/MOPH) quality assurance guidelines. Å Serve as a role model in quality improvement, offering advice and support to others Å Keep abreast of health services quality developments and alert others to their implications on quality service delivery Å Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them Å Lead in the prompt identification and investigation of poor quality services, the contributing factors and methods	Å Number of departments applying SOPs Å Number of internal clinical audits conducted in a year Å Number of external clinical audit queries implemented in a year Å Overall percentage rating on clinical audit in a year Å Number of meetings held by the Kenya Quality Model of Health (KQMH) committee Å Number of public complaints received monthly

Job Title	SENIOR HEALTH ADMINISTRATIVE OFFICER	
Procurement	Å Providing oversight in the procurement function as a member of the Hospital Tender Committee, Procurement committee and by endorsing procurement documents under delegated authority from the Medical Superintendent Å Promote and support implementation of procurement plans Å Supervising of stores and procurement personnel	Å Number of suppliers/consumer satisfied with hospital procurement procedures Å Percentage of procurement plans implemented Å Number of audit queries raised on hospital procurement practices
Security for staff and patients	Å Protecting hospital land from encroachment and hospital property from burglary and pilferage Å Ensuring security of cash through e-banking	Å Proportion of hospital land demarcated and fenced Å Daily e-banking reports Å Percentage/proportion of hospital facilities under 24-hour surveillance
	Å Ensure contracted security firm in the hospital	Å Contracted security firm in place every two years
Staff and patient welfare	Å Assist staff in addressing matters relating to delayed promotions/ delayed payments/erroneous deductions/collection and payment of salaries /disciplinary cases etc. at the county headquarters Å Assist patients in the waiver system	Å Percentage increase in staff satisfaction Å Percentage increase in client satisfaction Å Percentage of needy patients enjoying hospital fee waiver in a month Å Percentage increase in patient satisfaction
Management of finances/ budgeting	Å Coordinate preparation of the hospital annual operating plan and budget	Å Number of departments submitting annual work plans and operating budgets
	Å Ensure utilisation of funds on planned activities is in accordance the AIE and other financial regulations	Å Number of audit reports acted upon in a year.
	Å Coordinate preparation of quarterly work plan implementation (System and Performance Reports) to the county headquarters on a timely basis	Å Number of reports submitted on time
Management of development projects	Å Ensure hospital has an updated development plan at all times	Å Percentage/extent of inclusion of existing hospital facilities in current development plan Å Number of projects undertaken before updating development plan
	Å Coordinate prioritisation of development projects based on their feasibility, sustainability, cost/benefit and impact	Å Number of project proposals presented by various departments/units/HMC in a year Å Number of cost estimates per project obtained from the Departments of Public Works. Å Number of project proposals submitted to the county/partners for funding yearly. Å Amount of development funds raised from county government/ development partners/ cost-sharing Å Number of projects implemented yearly
	Å Ensure implementation of Government approved and funded projects within financial year	Å Number of Government approved and funded projects completed in applicable financial year

Job Title	SENIOR HEALTH ADMINISTRATIVE OFFICER	
	Å Ensure submission to the county headquarters of quarterly progress reports on project implementation	Å Number of progress reports submitted on a quarterly basis
Provision of utilities	Å Ensure reliable provision and efficient use of electricity, water, gas and communication supplies to the hospital	Å Number of reported cases of service interruption due to shortages, lack of utilities Å Number of backup/alternative sources put in place Å Monthly payment of utility bills
Transport management	Å Ensure proper use of Government transport in accordance with Section "K" of the Code of Regulations (COR);	Å Percentage use of work tickets to monitor use of motor vehicles/motor cycles
	Å Ensure secure shed/parking areas for Government vehicles	Ratio of available secure shed/parking areas to Government vehicles
	Å Ensure routine maintenance of motor vehicles/motor cycles	Å Amount of fund allocated quarterly Å Amount of FIF used on motor vehicle maintenance quarterly Å Number of accidents involving hospital vehicles per month Å Number of breakdown days (vehicle out of use) per month
		Å Number of motor vehicles disposed of in financial year
Estate management	Å Coordinate maintenance of buildings – residential and non-residential with the Ministry of Housing. Å Ensure timely repairs, rehabilitation or alterations to hospital buildings in consultation with the buildings section of Ministry of Public Works	Å Number of meetings with the Ministry of Housing and Public Works with minutes Å Number of works endorsed by the buildings section of Ministry of Public Works Å Amount of funds provided by Government
	Å Ensure contracted cleaning services in hospital	Å Amount of funds allocated for cleaning services quarterly
Records/Information management	Å Registry Å Ensure that the hospital registry is functional at all times and; Å All administrative correspondence to and from the hospital are properly filed in the administration files Å All correspondence or information about individual members of staff is filed in their respective personnel files	Å Number of staff satisfied with internal communication Å Registry office with qualified personnel in place
Financial information	Å To coordinate preparation of the Monthly Collection by Facility Report Å Participate in the preparation of annual targets for revenue collection Å Endorse orders for all accountable documents. Å Maintain a record of user-fee waivers granted by the hospital	Å Number of financial reports tabled at HMT/ EEC meetings Å Number of financial reports countersigned Å Number of times workload data from Health Records applied in monitoring revenue collection
Professional development	Undertake requisite professional development activities	Å Number of CPD activities undertaken/ participated in by self/staff
Reports	Prepare and submit monthly/quarterly reports	Å Number of reports submitted on schedule

Job Title	SENIOR HEALTH ADMINISTRATIVE OFFICER	
Secretarial support to management committees	Act as Secretary to the following Committees Å EEC Å HMT Å Sanitation committee Å Catering committee Å Infection prevention Å HR Advisory committee Å Housing Committee Å Any other relevant committee	Å Number of meetings attended Å Number of times minutes documented and circulated in time to inform action/decision-making/performance
Required qualifications		
Academic and professional Qualification	Undergraduate degree in the field of Business Administration or its equivalent.	
Experience	Å Three (3) years in a senior management position in a public hospital Å Senior management course with Kenya School Government (KSG)	
Essential skills and competencies	Å Leadership skills Å Communication and interpersonal skills Å Ability to work under pressure Å Excellent written and verbal communication skills Å Ability to coordinate functions and achieve synergy Å Ability to organise workload Å Excellent problem-solving skills Å Computer proficiency	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Develop and implement departmental work plans Å Be a member of various hospital committees	

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.
- Possible risk exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
HMT members	For proper work coordination	Suppliers	For efficient supply of essential services and goods
Other hospital staff members	For guidance and policy interpretation	Development partners	For engagement in different hospital programmes
		HMC members	To represent community interest in the hospital

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HUMAN RESOURCE OFFICER

Job Title	HUMAN RESOURCE OFFICER	
Department/Unit	Administration	
	Reports to	Health Administrative Officer
	Supervises	Clerical Officers, Data Clerks, Secretaries
Position summary	To plan, coordinate, implement, supervise, monitor and evaluate the HR function in the hospital	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Human resource policy	Å Develop and document HR Policies and Procedures Å Disseminate and provide guidance to staff on the Public Service Code of regulations, Code of Ethics and other service regulations	Å Number of HR processes and policy guidelines documented to guide HR practice
Human Resource Management	Å Implement and monitor the HRH strategy Å Contribute to the development of, and articulate human resource policies, systems and processes for CPGH Å Establish and sustain an internal communication culture that encourages availability and sharing of information while maintaining necessary confidentiality Å Assist staff in addressing matters relating to delayed promotions/delayed payments/ erroneous deductions/collection and payment of salaries /disciplinary cases etc.	Å Percentage implementation of HRH strategic plan
Recruitment, selection and placement	Å Conduct regular staff establishment analysis against Norms and Standard, and identify gaps Å Lobby and negotiate for increase of staff by the County Public Service Board (CPSB) on the basis of identified gaps Å Provide leadership in the recruitment and selection of casual employees Å Ensure timely renewal/termination of casual employment contracts in accordance with the Employment Act and other applicable laws Å Initiate employment documentation for all new employees posted to the hospital Å Recommend staff advancement, promotions, upgrading and re-designations in accordance with the applicable scheme of service Å Where purchases are to be financed by development partners and the hospital, provisions of such agreement shall be complied with	Å Number of casual employees with valid contracts Å Number of staff positions/ cadres with current job descriptions Å Number of cadres with adequate staff in accordance with the Norms and Standards

Job Title	HUMAN RESOURCE OFFICER	
Performance management	Å Initiate and manage a performance-driven culture by ensuring that job descriptions, recruitment practices, staff and consultants' work plans fit into the hospital's strategic plan Å Ensure quarterly and annual appraisals are conducted and documented Å Provide guidance in the implementation of the performance appraisal recommendations Å Promote adoption of work process improvement initiatives, including Kaizen 5S	Å Number of staff positions with job descriptions Å Number of staff with documented work plan Å Percentage of staff undertaking performance appraisals as per guidelines Å Number of staff reporting increased morale/ motivation as a result of workplace improvements Å Percentage increase in work climate satisfaction
Human Resource Information System (HRIS	Å Ensure that manual and computerised information filing systems are up to date, secure and maintained with appropriate levels of confidentiality Å Develop and maintain an accurate, reliable and robust HRIS to support HRH management decision-making for improved health worker performance Å Coordinate the integration of the hospital HRIS with internal and national Health Management Information Systems (HMIS)	Å # of staff files with incomplete records Å % proportion of HRH records computerised Å # of staff with hands on knowledge of HRIS
Staff welfare	Å Initiate processes aimed at supporting staff to improve quality of work-life Å Ensure workplace safety and security in accordance with Public Health and Occupational Safety (PHOS) and other requirements	Å Percentage increase in staff satisfaction Å Number of OSH inspection recommendations implemented Å Number of work improvement processes initiated
Training and development	Å Develop and document a staff induction policy Å Identify training needs and recommend/ facilitate staff training Å Facilitate career/personal development for staff Å Facilitate knowledge partnerships with other health institutions Å Coordinate attachment programmes	Å Number of training committee meetings held Å Number of staff trained in accordance with health guidelines Å Number of staff that have undertaken CPD activities
Satisfaction surveys	Å Conduct annual staff satisfaction surveys Å Conduct annual work climate perception survey	Å Number of staff satisfaction surveys conducted Å Number of work climate perception surveys conducted Å Number of survey recommendations implemented

Job Title	HUMAN RESOURCE OFFICER	
Work planning	Å Participate in the development of departmental work plan and budget, based on the hospital strategic plan and Performance Contracting (PC) Å Prepare individual annual work plan based on the departmental work plan	Å Number of planned activities implemented monthly
Professional development	Å Undertake requisite professional development activities	Å Number of CPD activities undertaken/participated in by self/staff
Meetings	Å Participate in departmental meetings Å Participate in HMT meetings Å Contribute to the work of the various committees related to HRM	Å Number of departmental meetings attended Å Number of HMT meetings attended Å Number of other committee meetings attended
Work planning	Å Facilitate the development of departmental work plan and budget based on the hospital strategic plan Å Prepare individual annual work plan based on the department's work plan	Å Number of planned activities implemented monthly
Reports	Å Prepare and submit monthly/quarterly reports	Å Number of reports submitted on schedule
Quality assurance	Å Identify and apply appropriate HRM best practices and bench mark hospital with other similar institutions	Å Number of workplace improvement initiatives implemented
Training and research	Å Induct, supervise, and train interns in the department	Å Number of students completing internships
	Å Undertake research, provide support to hospital staff and visiting external researchers	Å Number of CPD activities undertaken/participated in by self/staff
	Reports Å Prepare and submit monthly/quarterly reports	Å Number of reports submitted on schedule
Training and research	Induct, supervise, train interns in the department	Å Number of students completing internships
	Undertake research, provide support to hospital staff and external researchers undertaking research	Å Number of research projects undertaken/ participated in

Required qualifications	
Academic and professional qualifications	Certificate/Diploma/Higher Diploma/Degree in Human Resource Management
Experience	At least two years
Required licence / certificate	Membership to a professional HR body (Institute of Human Resource Management)

Job Title	HUMAN RESOURCE OFFICER
Essential skills and competencies	Computer literate in MS Office suite products-Word, Excel, PowerPoint Å Able to operate office equipment such as scanners, copiers, and phone system, internet Å Good communication skills Å Punctual, meticulous and reliable
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Participate in the development of procedures for the department Å Make decisions regarding work processes based on established guidelines. Å Prioritise and organise work to meet changing conditions

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Staff	To provide information/guidance on HR issues	Department of Health headquarters	To seek information/consult on HRM policies and guidelines
		Visiting students	To provide internship training

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

INFORMATION COMMUNICATION TECHNOLOGY OFFICER

Job Title	Information Communication Technology Officer	
Department/Unit	ICT	
	Reports to	Health Administrator
	Supervises	Data Clerks, ICT Interns
Position summary	In charge of facility information and communication programmes and services	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Maintenance	Å Install and configure peripherals including scanners, external drives and monitors Å Set up and support audio/visual equipment for presentations and trainings on- and off-site Å Install, maintain, and troubleshoot printers/copiers as well as manage toner requests Å Install, troubleshoot, repair, update and maintain workstations and laptops Å Configure and deploy new and refurbished workstations, laptops and peripheral equipment Å Removal/disposal of non-functional equipment Å Install, maintain, troubleshoot, and update operating systems and user applications. Å Provide software and system troubleshooting and support. Å Support existing/new server(s) and administer access rights for all users in the office and workstations Å Install, maintain, troubleshoot, and repair cables, wireless and other network infrastructure Å Monitor network to ensure network functionality and availability to all system users Å Maintain local and server based anti-virus software	Å Peripherals Installed Å Computers serviced Å Computers, peripherals deployed
Administrative	Å Provide procurement assistance, including providing ICT-related specifications Å Evaluate new equipment and applications and provide thorough feedback Å Work directly with vendors to schedule repairs and maintenance. Å Training: Assess user capacity and suggest training and areas that need improvement Å Create and maintain inventory, which may include hardware and software Å Routine Administrative Tasks: Assist with preparation of operating budgets based on estimated and actual expenditures for ICT. Å Monitor and report ICT expenses Å Keep ICT equipment, storage area and work area clean and organised. Å Attend to systems and support needs	Å No of new Equipment evaluated Å No of trainings done Å Routine administrative tasks done.

Job Title	Information Communication Technology Officer
Required qualifications	
Academic and professional qualification	Diploma in Information Technologies, or substantial working experience in the field
Experience	Minimum three (3) years of technical work in ICT
Required licence /certificate	
Essential skills and competencies	General professional competencies: Å Effective written and oral communication with ability to produce reports and present solutions Å Diploma in ICT, or substantial working experience in the field Å Ability to work independently to troubleshoot, perform root cause analysis, identify and isolate. Å Experience in handling servers and related access management control Å Professional knowledge of network technologies and Windows clients within relevant fields and have obtained and maintained relevant certificates Å Willing to take ownership of issue analysis and resolution efforts and commit to doing what it takes to resolve technical issues Å Ability to work and cooperate with people Å Takes time to resolve technical issues regardless of effort or time required Å Service-minded Å Working in a structured manner Å Analysing, planning and delivering results Å Behavioural competencies: Communicating with impact and respect
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Develop strategy and plan for the future of information systems at the hospital. Å Give stewardship (governance) of information systems decision-making process. Å Provide leadership of ICT users directly and other IT units indirectly Å Provide information systems policies, principles, and procedures Å Adapting the hospital to the inevitability of process and technology-induced change

Working conditions

- Availability of office space fully equipped with ICT equipment
- Availability of Internet connection and airtime
- Competent ICT staff

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Departmental Heads ICT staff HRIO HAO	Interconnectivity of all departments	HMIS system administrators IHRIS Managers	System support
	Software (HMIS) performance		

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

ACCOUNTANT

Job Title	ACCOUNTANT	
Department/Unit	Health services: Finance	
	Reports to	Medical Superintendent
	Supervises	Accounts Clerk, Revenue Clerk
Position summary	Ensure effective planning, management and control of financial resources in accordance with government financial and accounting procedures Prepare accounting reports in accordance with hospital and government financial and accounting regulations	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Revenue management	Develop, implement and maintain revenue collection, recording and banking procedures	Å Percentage contribution of internally-generated funds to hospital budget Å Percentage proportion of flagship project funds used in a given financial year
	Supervise revenue collection, recording and banking	
	Ensure government flagship project funds are used within the financial year	
	Ensure use of funds on planned activities are in accordance with the AIE and other financial regulations	
Management of payables	Develop, implement and maintain payables policies and procedures	Å Amount of money owed to third parties beyond agreed/ contractual credit periods
	Maintain an updated schedule of payables	
	Ensure that payments are made in accordance with hospital policies and procedures	
Cash management	Banking Å Ensure that banking of cash collections is conducted in accordance with established policies and procedures	Å Number of reported cases of attempted or actual loss of cash collections
	Bank Reconciliation Å Prepare monthly bank reconciliations	Å Number of bank accounts with reconciled bank balances Å Number of reported cases of dishonoured payment instructions e.g. dishonoured cheques on account of lack of funds in an account
Financial reports	Ensure preparation of: Å Monthly Collection Report Å Monthly, quarterly and annual management and financial reports	Å Number of financial reports tabled at HMT meetings Å Number of financial reports submitted on time

Job Title	ACCOUNTANT	
Work planning	Å Facilitate the development of departmental work plan and budget based on the hospital strategic plan Å Prepare individual annual work plan based on department work plan	Å Number of planned activities implemented monthly
Performance management	Å Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance	Å Number of appraisals conducted on schedule each quarter
Meetings	Å Facilitate departmental meetings Å Participate in HMT meetings and contribute to the work of the HMT Å Participate in the work of other committees as requested	Å Number of departmental meetings held Å Number of other meetings participated in
Professional development	Å Undertake requisite professional development activities	Å Number of CPD activities Å undertaken/participated in by Å self/staff
Required qualifications		
Academic and Professional qualification	Certified Public Accountants (CPA) II or III	
Experience	At least three (3) years	
Required licence /certificate	Member of ICPAK	
Essential skills and competencies	Analytical skills and use of spread sheets and databases Å Manual and computerised accounting systems Å Decision- and problem-solving skills	
Essential personal attributes	Integrity Respect for National/Gender Diversity Meritocracy Fairness Confidentiality	
Authority/decision-making	Develop and implement departmental work plans Monitor revenue and expenditure, review payment documents to ensure adherence to procedure and tax regulations	

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Other departments	Å To provide support in budget development Å To provide income/expenditure reports	Suppliers	To make payments/provide payment information

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

SUPPLY CHAIN MANAGEMENT OFFICER-IN-CHARGE

Job Title	SUPPLY CHAIN MANAGEMENT OFFICER-IN-CHARGE	
Department/Unit	Supply Chain Management	
	Reports to	Health Administrative Officer
	Supervises	Stores Clerks
Position summary	To coordinate the acquisition, storage and distribution of pharmaceuticals, non-pharmaceuticals, medical equipment and other supplies to the various departments in the hospital To develop and implement procurement policies and procedures	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Procurement plan	Develop an annual procurement plan in consultation with user departments with regard to: Å Planned works (renovation and repair to building, plumbing works and electrical works) Å Construction of new office buildings Å Pharmaceuticals, goods and services, office equipment and stores, office machine/equipment maintenance contracts, etc.	Å Number of departments with annual procurement plan Å Frequency of instances of "urgent" procurements
Approved suppliers	Facilitate annual process of pre-qualifying suppliers in consultation with the tender committee Å Maintain a list of approved suppliers and supplier database Å Ensure that purchases from suppliers who are not in the approved list shall be handled in line with the Public Procurement and Disposal Act and Regulations	Å Number of applications received Å Number of suppliers approved Å Number of supplies made by suppliers who are not in the approved list
Purchasing	Ensure that all transactions involving the supply of goods, works or provision of services to the hospital is subject to competitive bidding Å Ensure that Open Tendering, Requests for Quotation and Single Sourcing/Direct Procurement are in line with the provisions of the Public Procurement and Disposal Act and Regulations Å Where purchases are to be financed under a support from development partners with the hospital, the provisions of such agreement shall be complied with	Å Number of tender invitations made Å Number of tender invitations made Å Frequency of Open Tendering, Requests for Quotation and Single Sourcing/Direct Procurement
Contracts management	Ensure that all contracts to which the hospital is intended to be or is a party to shall be in writing Å Working in consultation with user departments, ensure that contracts entered into are performed as per the terms and conditions contained therein Å Maintain a contracts register for all contracts	Å Number of services provided without signed contracts

Job Title	SUPPLY CHAIN MANAGEMENT OFFICER-IN-CHARGE	
Splitting of transactions	Å Ensure that no procurement is structured as two or more procurements for purposes of avoidance of competitive bidding or procurement procedures Å The thresholds as set out in the Public Procurement and Disposal Act and Regulations shall be strictly adhered to and no splitting of transactions to evade the set limits shall be permitted in any circumstances whatsoever	Å Number of instances of transaction splitting off
Inspection of goods and certification of services	Å Ensure that all the goods supplied are inspected by the Inspection and Acceptance Committee and a user representative where applicable before any payment is made Å Likewise, ensure that services are certified by relevant user representative before payment is made	Å Number of inspections conducted by the Inspection of goods and certification of services
Procurement code of conduct and conflict of interest	Å Provide guidance and example in ensuring that procurement is carried out in a transparent and accountable manner at all times Å Ensure that procedures are in place for every person that causes or is responsible for a procurement decision within the hospital arrives at that decision in a fair and transparent manner and that all procurement activities are executed ethically Å Ensure that situations behind conflict of interest are handled in line with the provisions of the Public Procurement and Disposal Act 2015 and Regulations	Å Percentage of suppliers satisfied with the hospital procurement procedures
Receiving of goods	Å Ensure that hospital purchases are received within the agreed time Å Ensure that all the goods supplied are inspected by the Inspection and Acceptance Committee and a user representative, where applicable, before they are received into the stores Å Ensure that only goods, works or services that meet quality standards and specified conditions are received in the hospital stores	Number of complaints received from user departments Number of items rejected/ returned to stores by user departments
Inventory management	Storage of Purchased Goods Å Ensure that goods received are posted to a bin card Å Issuing of stocks Å Ensure maintenance of stores issues register Å Stores Security Å Ensure safety and security of stocks held in the stores Å Stock Verification (Inspection) Å Perform stock verification checks (quarterly/twice a year) to ascertain: a) Stock balances b) Accuracy of stores records (bin cards, ledger cards and registers) c) Identification of slow-moving items d) Stock Taking Å Conduct stock taking twice in a financial year (June and December) in conjunction with Finance	Number of times register records tally with stock balances Number of times stock verification conducted Å Number of times stock-taking conducted

Job Title	SUPPLY CHAIN MANAGEMENT OFFICER-IN-CHARGE	
Disposal of unserviceable, expired, obsolete or surplus stores, equipment and motor vehicles	In consultation with the Hospital Superintendent and the Disposal Committee, coordinate disposal of unserviceable, expired, obsolete or surplus stores, equipment and motor vehicles in accordance with the Public Procurement Disposal Act, 2015.	Å Number of unserviceable, expired, obsolete items held in stock Å Proportion of storage space taken by unserviceable, expired, obsolete items held in stock
Registers	Open and maintain the following registers: Å Quotations register Å Tender register Å Tender Opening register Å LPO/LSO register Å LPO movement register Å File movement register	Å Availability of all the necessary registers.
Procurement committees	Å Provide guidance in ensuring that appointments to various procurement committees shall be in accordance with the Public Procurement and Disposal Act, 2015. Å Facilitate the work and meetings of the various procurement committees including: a) Tender Committee b) Procurement Committee c) Disposal Committee d) Receiving and Acceptance Committee e) Evaluation Committee f) Tender/Quotation Opening Committee g) Market Survey Committee	Å Number of committees whose membership composition contravenes the Public Procurement and Disposal Act, 2015
Administrative	Work planning Å Facilitate the development of departmental work plan and budget based on the hospital strategic plan Å Prepare individual annual work plan based on the department's work plan	Å Number of planned activities implemented monthly
	Performance Management Å Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance	Å Number of appraisals conducted on schedule quarterly
	Meetings Å Facilitate departmental meetings Å Participate in, and contribute to the work of the HMT Å Contribute to the work of the various committees related to Supply Chain Management	Å Number of departmental meetings attended Å Number of HMT meetings attended Å Number of other committee meetings attended
	Professional Development Å Undertake requisite PDAs Å Encourage other departmental staff to undertake PDAs	Å Number of CPD activities undertaken/participated in by self/staff
	Reports Å Prepare and submit monthly/quarterly reports	Å Number of reports submitted on schedule

Job Title	SUPPLY CHAIN MANAGEMENT OFFICER-IN-CHARGE	
Training and research	Å Induct, supervise, train interns in the department	Å Number of students completing internships
	Å Undertake research, provide support to hospital staff and external researchers undertaking research	Å Number of research projects undertaken/ participated in
Required qualifications		
Academic and professional qualifications	Certificate/Diploma/Degree in Supplies Management	
Experience	At least two years	
Required license/ certificate	Registration with Kenya Institute of Supplies Management	
Essential skills and competencies	Å Ability to work with people – leadership and relationship-building Å Supply chain analysis – ability to identify and address inefficiencies in the supply chain process	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Participates in the development of procedures for the department Å Makes decisions regarding work based on established guidelines Å Prioritises and organises work to meet changing conditions	

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- Possible risk of exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Other hospital departments	To receive purchase requirements and issue stocks	Suppliers and contractors	To source and receive supplies
		Visiting students	To provide attachment training

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HOSPITAL NURSING OFFICEROFFICER-IN-CHARGE

Job Title	HOSPITAL NURSING OFFICER-IN-CHARGE	
Department/Unit	Health services	
	Reports to	Medical Superintendent
	Supervises	Å Deputy Nursing Officer-in-Charge - Hospital Å Nurse in charge of non-pharmaceutical supplies Å Nurse in charge of wards Å Nurse in charge of hospital units Å Nursing students
Position summary	This job exists to manage all nurses and all nursing services (curative, rehabilitative, promotive and preventive) within the referral hospital.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Nursing care services	Å To coordinate and enforce daily patient care activities	Å Number of daily ward rounds undertaken Å Number of updated nursing care index Å Number of updated patient notes/ charts. Å Number of patients with updated nursing care plans
	Å To supervise the implementation of the nursing care process	Implemented nursing care plans in place
	Å To ensure procurement, distribution and management of non-pharmaceutical supplies and nursing equipment	Number of updated inventory tools (s11, bin cards and inventory register)
	Å Works closely with the nutrition department to improve patient diet and provision of special diets	Prepared and implemented daily patient menus
Administrative	Å Advises the HMT on matters concerning nursing staff and nursing services Å Member of the Hospital Management Committee Å Participates in expenditure executive committee meetings Å Contributes to the development and implementation of the Hospital Strategic Plan Å Responsible for the development of departmental work plan and budget Å Responsible for deployment, appraisal and supervision of nurses in the referral hospital. Å Chairs daily hospital report feedback.	Å Number of HMT meetings with minutes attended Å Hospital strategic plan in place Å Departmental work plan in place Å Number of supervisions undertaken with documented reports Å Number of committee meetings attended with minutes Å Number of staff appraisal reports Å Number of actions undertaken from the feedback

Job Title	HOSPITAL NURSING OFFICER-IN-CHARGE	
Training and Research	Å Responsible for coordination of nurses' CPD Å Coordinates nursing students clinical guidance and assessments Å Coordinates clinical audits and maternal and perinatal mortality and morbidity reviews Å Promote quality assurance in nursing services	Å Number of CME sessions held Å Number of nurses undertaking post-basic trainings Å Audit meetings notes/minutes Å Number of nursing surveys done and results implemented Å Number of researches and proposals presented Å Number of students assessed per year
Required qualifications		
Academic and professional qualification	Bachelor in Nursing Sciences or its equivalent from a recognised institution	
Experience	Served as Senior Nursing Officer for at least three (3) years	
Required licence/ certificate	Registration with the Nursing Council of Kenya Valid practicing licence Certificate in senior management course of at least four (4) weeks from a recognised institution	
Essential skills and competencies	Å Technical competences Å Leadership skills Å Communications skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills	
Essential Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Deployment of nurses in the various hospital units, recommend training for nurses, approve their leaves, make available terms of reference for nurses; conduct inductions; take charge of advisory	

Working conditions

- The job holder works in a normal hospital environment with physical discomforts caused by temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable clients and extreme behaviour.
- Risks exposure to communicable diseases, hazardous material, and pharmacological agents with likelihood of harm, requiring observance of established precautions
- Ability to walk and stand for long periods of time

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Nursing staff	Provide support supervision Provide guidance and counselling	Clients	To provide holistic care To provide promotive and rehabilitative care
Other clinical staff e.g. medical specialists, medical doctors	To collaborate on patient care (treatment, investigations and referral)	Clients' relatives	To provide updates on care given For waiving and exemption from hospital bills

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

PERIOPERATIVE NURSING (THEATRE NURSING)

Job Title	PERIOPERATIVE NURSING (THEATRE NURSING)	
Department/Unit	Health services	
	Reports to	**Ward-in-charge**
Position summary	Provision of skilled critical care nursing of patients in intensive care unit and high dependency unit	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
To ensure infection prevention and control is maintained in ICU	Å To provide sterile equipment and consumables in ICU Å To provide facilities for hand hygiene Å To ensure proper waste management Å To ensure aseptic technique is practiced in ICU	Å Number of sets of sterile equipment and consumables ordered Å Soap, running water, hand-washing guidelines Å Colour-coded bins, bin liners, safety boxes, protective gear Å Number of sterile surgical sets changing gowns and boots available for all the people entering ICU
To ensure safety of all patients	Å To ensure aseptic technique is practiced in ICU Å To ensure proper identification of patients through names, IP/No, and bed number Å To ensure machines are functional and the oxygen is continuously available Å To maintain up-to-date resuscitation set/tray Å To ensure quality documentation	Å Number of ICU beds with rails Å Number of functional ICU machines and uninterrupted oxygen supply Å Available resuscitation tray Å Well-documented patient notes and other documents Å Operational and functional machines
Coordination and management of theatre services	Å To conduct operational research to inform quality improvement Å Making duty rosters and allocation of tasks Å Planning for specific theatre days for surgeries Å To conduct operational research to inform quality improvement Å Making duty rosters and allocation of tasks Å Planning for specific theatre days for surgical operations Å Ordering of commodities and equipment Å Collaboration with other departments e.g. maintenance for repair of equipment Å Plans and prepares budget for theatre needs Å Attends HMT meetings	Å Operational and functional machines Å Documents in theatre Å Number of researches done Å Duty rosters and allocation book Å Theatre operation schedule Å S11 and inventory Å Incident and repair report book Å Available budget plans Å Minutes of HMT schedule Å Invitation letters and budgets
Capacity building and student mentorship	Å Plan for on-the-job training Å Participates in theatre conferences Å Trains and mentors students on perioperative nursing	Å Student duty rosters and allocations

Job Title	PERIOPERATIVE NURSING (THEATRE NURSING)
Required qualifications	
Academic and professional qualification	Form four certificate with a C – m (minus) Diploma in Registered Community Health Nursing. Higher Diploma in Theatre Nursing from a recognised institution Certificate in computer application skills from a recognised institution
Required licence / certificate	Registered by Nursing Council of Kenya Valid practising licence from the Nursing Council of Kenya
Essential skills and competencies	Å Observing aseptic technique during procedures Å Theatre Å Resuscitation of patients Å Basic knowledge in anaesthesia Å Setting of theatre instrument and scrub up procedure Å Good analytical skills Å Good communication and interpersonal skills Å Good judgment skills Å Ability to work independently without close supervision
Authority/decision-making	Makes decisions through consultation

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- Possible risk of exposure to communicable diseases, hazardous materials, and
- Pharmacological agents with likelihood of harm, requiring observance of established precautions.
- Perioperative nurse works in shifts and on-call and during public holidays in an environment that exposes them to infection, needle pricks, and occupational hazards.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Staff to staff Staff to supervisor	Consultation, guidance Guidance and consultation Administrative issues	Staff to clients/patient Staff to relatives	Console, educating, collaboration on patient in patient care For cooperation, sharing information, planning for discharge, consoling

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CLERICAL OFFICER

Job Title	CLERICAL OFFICER	
Department/Unit	Health services	
	Reports to	Health Administrative Officer
	Supervises	
Position summary	To ensure effective and efficient provision of administrative support services in the hospital.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Records/Information management	Registry Ensure Å The hospital registry is functional at all times, with efficient file retrieval and updating processes Å All administrative correspondence to and from the hospital is properly filed in the administration files Correspondence or information about individual staff members is filed in respective personnel files Å Confidentiality of information is maintained	Å Number of files with incomplete records Å Level of staff satisfaction with registry services
	File movement Å Ensure appropriate registers are maintained to track file movements Storage and Archival of documents Å Ensure active and closed files are maintained in a safe and secure manner and maintained for tracking files movement	Å Number of reported cases of missing files Å Level of staff satisfaction with registry services
	Mail Å Ensure incoming mail is sorted and delivered to respective departments	Å Number of reported cases of lost correspondence Å Level of staff satisfaction with registry services
Required qualifications		
Academic and professional qualification	Kenya Certificate of Secondary Education	
Experience	Å Proficiency in office administration Å Thorough understanding of hospital policies and procedures	
Required licence /Certificate	None	
Essential skills and competencies	Å Able to operate office equipment such as scanners, copiers, phone system, Internet Å Good record-keeping skills Å Punctual, meticulous and reliable	

Job Title	CLERICAL OFFICER
Essential personal attributes	Â Integrity Â Respect for National/Gender Diversity Â Meritocracy Â Fairness Â Confidentiality
Authority/decision-making	

Working conditions

- Works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and extreme behaviour.
- Possible risk of exposure to communicable diseases, hazardous material, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Other departments	To avail files and distribute mails	Patients' relatives	To provide information on registry operations

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HOSPITAL MEDICAL ENGINEERING TECHNOLOGIST-IN-CHARGE

Job Title	HOSPITAL MEDICAL ENGINEERING TECHNOLOGIST-IN-CHARGE	
Department/Unit	Medical Engineering Department	
	Reports to	Medical Superintendent
	Supervises	Medical engineering technologists/ technicians Medical engineering students
Position summary	Facilitate and support the delivery of quality healthcare by ensuring proper functioning of hospital equipment and systems	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Medical equipment installation and maintenance	Installation Å Verify equipment specifications against order Å Compute power and space requirements for installing medical equipment and install units to manufacturer's Specifications Å Undertake (or participate in the installation by suppliers), commissioning and demonstration of medical equipment Å Maintain register of medical equipment and inventory	Å Number of medical equipment recorded in register Å Number of medical equipment with user manuals Å Number of inventory log cards
	Maintenance Å Direct, coordinate and supervise equipment maintenance and repair Å Test, evaluate, and classify excess or in-use medical equipment and determine serviceability, condition, and disposal in accordance with established regulations	Å Number of medical equipment with a Å documented maintenance schedule Å # of medical equipment maintained as per schedule Å Number of medical equipment with maintenance contracts Å Number of serviceable equipment not operating
	User training Å Ensure end-users are trained Å Explain and demonstrate correct operation and preventive maintenance of medical equipment to personnel Å Conduct regular training and provide Å engineering and technical guidance to appropriate patient care personnel on equipment operation, problems, codes, standards and maintenance	Å Number of staff trained provided by equipment suppliers Å equipment suppliers Å Number of equipment with supporting user manuals Å Number of routine/refresher training conducted by department staff

Job Title	HOSPITAL MEDICAL ENGINEERING TECHNOLOGIST-IN-CHARGE	
Procurement of medical equipment and support REGISTERÅ Participate in providing	Å Participate in providing technical Å guidance in identifying, selecting, and sourcing equipment Å Participate in giving guidance and advice on service contracts and ensure performance by service providers	Å Number of times input provided in the Å procurement of bio-medical equipment Å Number of equipment under service/maintenance contract
Workshop management	Å Observe safety and security in the workshop and ensure adherence to workshop safety and procedures Å Undertake/supervise regular maintenance of workshop equipment Å Ensure adequate and safe storage of workshop materials and equipment	Å Percentage of staff satisfied with workshop safety and security Å Number of documented safety and security procedures Å Number of safety and security reminder warnings posted in strategic locations in the workshop Å Number of staff issued with, and using protective clothing and gear
Maintenance of hospital buildings and non-medical installations	Å Undertake routine inspection of assigned areas, repair, and maintain structures such as furniture, equipment, partitions, counters, cabinets, doors, windows, ceilings, floors, masonry and other parts of the hospital	Å Percentage of departments satisfied with Å services provided Å Number of broken down, but serviceable fixtures and fitting not in use
Quality assurance	Å Contribute to the development of medical Å maintenance standard operating procedures	Å Number of documented medical Å maintenance standard operating procedures
Environmental safety and security	Å Examine medical equipment and facilities Å structural environment and check for proper use of equipment to protect staff from electrical or mechanical hazards Å Facilitate a safe, healthy and secure environment in the hospital by observing and ensuring compliance with safety regulations	Å Number of documented safety and security procedures Å Number of serviceable fire extinguishers in place in accordance with national safety and security regulations Å Number of fire drills conducted in a year
Administrative	Work planning Å Participate in the development of departmental work plan and budget based on the hospital strategic plan Å Prepare individual annual work plan based on the department work plan	Å Number of planned activities Å implemented monthly
	Performance Management Å Using your job description and work plan and in consultation with your supervisor, continually appraise yourself and rectify any shortcomings or suggest necessary assistance	Å Number of appraisals conducted on schedule each quarter

Job Title	HOSPITAL MEDICAL ENGINEERING TECHNOLOGIST-IN-CHARGE	
	Meetings Å Participate in departmental meetings Å Contribute to the work of the various committees related to Bio-Medical engineering	Å Number of departmental meetings attended Å Number of committee meetings attended
	Professional Development Å Undertake/encourage staff to enhance their skills through PDAs	Å Number of CPD activities undertaken/participated in by self/staff
	Reports Å Prepare and submit reports as required	Å Number of reports submitted on schedule
Training and research	Å Induct, supervise, train interns in the department	Å Number of students completing internships
	Å Undertake research, provide support to hospital staff and external researchers	Å Number of research projects undertaken/participated in
Required qualifications		
Academic and Professional qualification	Å Diploma/Higher Diploma//Degree in Bio-Medical Engineering	
Required licence /certificate	Å Registration with Association of Medical Engineering of Kenya (AMEK)	
Essential skills and competencies	Å Ability to read blueprints and diagrams to determine procedure and specifications of articles to be constructed or repaired	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Participate in the development of procedures for the department Å Make decisions regarding work processes based on established guidelines Å Prioritise and organise work to meet changing conditions	

Working conditions

- The job holder works in a normal hospital environment with limited physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.
- She or she risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.
- Possible hazards include exposure to electrical shock, infectious disease, hence the need for wearing protective clothing and observing safe work practices.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
User departments	To consult on needs, provide guidance on use and maintenance of equipment	Equipment suppliers	To consult on maintenance
Ministry of Infrastructure representative	To consult/coordinate maintenance of hospital buildings and installations	Visiting students	To provide training, exchange, share medical knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HOSPITAL PHARMACIST-IN-CHARGE

Job Title	HOSPITAL PHARMACIST-IN-CHARGE	
Department/Unit	Health services	
	Reports to	Medical Superintendent
	Supervises	Hospital Pharmacists, Pharmaceutical technologists, pharmacist interns, pharmaceutical technologist interns.
Position summary	Å To promote and maintain sustainable quality standards in pharmacy services Å To oversee departmental operations including, but not limited to, provision of safe, quality, efficient medicines and ensure rational use of medicines.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Dispensing and medication	Å Provide information and guidance to prescribers on correct prescribing patterns Å Provide guidance in dispensing prescribed medicines and provide consultative services to clients and clinical health care team Å Provide information on available medicines to prescribers at all times	Å Number of clinical guidelines disseminated and memos on treatment guidelines done and disseminated to prescribers Å Number of reported cases of dispensing errors Å Number of medicine status of availability circulated
Quality assurance	Å Ensure pharmacovigilance in wards and outpatient dispensing points Å Monitor storage conditions, expiry dates of medicines and security of pharmaceuticals Å Promote and maintain quality in all services and ensure continuous quality improvement measures are in place	Å Number of pharmacovigilance reports (ADR and Substandard medicine reports) submitted to relevant institutions Å Number of pharmacy units reporting with and using SOPs.
Administrative	Å Take part in SCM to ensure that EMMS are available at all times. Å Initiate the process of disposal of expired medicines or substandard medicines Å Ensure proper receipt, storage and issuance of pharmaceuticals and maintain appropriate documentation for accountability Å Chair departmental meetings, participate in HMT meetings and other committees related to pharmacy operations. Å Nurse harmonious duty allocation among pharmacy staff and distribution of personnel in the pharmacy outlets	Å Number of reported items out of stock and the duration of unavailability of these commodities. Å Number of stock takes/ physical stock counts done and documented. Å Number of departmental meetings held and minutes of the same. Å Number of HMT meetings attended Å Number of other committee meetings attended Å Number of duty rosters prepared and put to work

Job Title	HOSPITAL PHARMACIST-IN-CHARGE	
Training and Research	Å Supervise interns (pharmacists and pharmaceutical technologists) and routinely do On-the-Job Training Å Undertake research, provide technical support to, and direct staff undertaking clinical research and mobilise funding for research Å Ensure you and other department members undertake the requisite PDAs	Å Number of interns successfully completing internship Å Number of research reports published by staff in the department
Work planning	Å Prepare departmental AWP and Annual Procurement Plan in line with the hospital's Strategic plan. Å Prepare and implement individual AWPs based on the departmental work plans.	

Required qualifications	
Academic and professional qualification	Bachelor of Pharmacy from a recognised institution Registration with the Pharmacy and Poisons Board Have certificate on senior management course of at least four (4) weeks from a recognised institution
Experience	A minimum of three (3) years as a pharmacist-in-charge in a county referral hospital or an equivalent institution in the same capacity
Required licence/certificate	Valid practising licence/registration certificate
Essential skills and competencies	Å Technical competencies Å Leadership skills Å Communication skills Å Supervisory skills Å Conflict management skills Å Interpersonal skills Å Organisational skills Å Negotiation skills Å Meet the requirements of Chapter Six of the Constitution of Kenya Å Decision- and problem-solving skills
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Deployment of pharmacists and pharmaceutical technologists in the various hospital pharmacy outlets Å Initiate procurement of medicines by raising requisition orders. Å Initiate disposal of expired medicines or substandard medicines

Working conditions

- The job holder works in a normal hospital environment with limited physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.
- She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Medical consultants and other medical staff	To contribute on selection of patient prescription and monitoring of Adverse Drug Reactions	Clients	Dispensing and counselling of clients on dosages and side-effects
HTM members	To consult and contribute to health services improvement and planning in the hospital	Interns	To provide training and share pharmaceutical knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

OCCUPATIONAL THERAPIST

Job Title	OCCUPATIONAL THERAPIST	
Department/Unit	Health services	
	Reports to	Occupational Therapist-in-Charge
	Supervises	
Position summary	Provide rehabilitative care and support to in-patient, out-patient and home-based clients with injuries, or disabilities through the therapeutic use of everyday activities.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Rehabilitation and treatment of patients	Å Conduct evaluation and assessment of clients having physical disabilities, disorders or injuries	Å Number of clients assessed and evaluated
	Å Set up a treatment plan for clients, outlining the client's goals and actions to be taken	Å Number of clients placed on treatment
	Å Instruct client, families and other professionals involved in treatment techniques and exercises outlined in the programme	Å Number of ward rounds attended Å Number of home visits undertaken
	Å Provide early intervention therapy to infants and toddlers who develop, or are at risk of developmental delays	Å Number of infants and toddlers attended to
	Å Recommend appropriate adaptive equipment in ADL and leisure and instruct/train clients with temporary/ permanent disabilities on how to use them	Å Number of clients instructed
	Å Provide early intervention on psychosocial therapy and rehabilitation	
	Å Design and fabricate splints and assistive aids	Å Number of splints designed
	Å Conduct regular evaluation of occupational clients to assess progress and response to therapy and revise treatment programme where necessary.	Å Number of clients successfully completing treatment programme
	Å Client education Å To educate clients and their families on care of the physically challenged	Å Number of sessions conducted
	Å Ensure accurate documentation and records of all clients attended	Å Availability of well-documented register

Job Title	OCCUPATIONAL THERAPIST	
Administrative	Å Participate in developing departmental work plan and budget based on the hospital's strategic plan	Å Availability of departmental work plan
	Å Prepare individual AWP based on the departmental work plan	Å Availability of individual work plan
	Å Participate in departmental meetings	Å Number of meetings attended
	Å Contribute to the work of the various committees related to Occupational Therapy	Å Number of meetings attended
	Å Prepare and submit monthly/quarterly reports	Å Timely reports submitted
Required qualifications		
Academic and professional qualifications	Diploma in Occupational Therapy	
Experience	At least one year (1) of practice Demonstrable skills and experience in OT using modern equipment and tools	
Required licence/ Certificate	Registered with Kenya Occupation Therapists Association	
Essential skills and competencies	Å Ability to apply a broad range of OT techniques (modalities) and using assistive and adaptive devices and equipment	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Provides guidance in the development of procedures for the department Å Makes decision regarding work processes based on established guidelines	

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions, chemicals, unpredictable client and extreme behaviour.

She or she risks exposure to communicable diseases, hazardous material, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other medical staff	To contribute to client treatment programme	Clients	To provide OT treatment and support
HMT	To consult and contribute to health service improvement and planning in the hospital	To newly graduated	To provide continuous training

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

ASSISTANT OFFICE ADMINISTRATOR

Job Title	ASSISTANT OFFICE ADMINISTRATOR	
Department/Unit	Health Services	
	Reports to	Health Administrative Officer
	Supervises	Supportive staff attached to the office
Position summary	Provide office administrative services in a hospital setting. This includes: Å Taking oral dictation Å Managing and organising office records and documents Å Processing data Å Operating office equipment Å Attending to visitors and clients Å Handling telephone calls and appointments Å Maintaining office diary and travel itinerary Å Ensuring security of office records, equipment and documents, including classified materials Å Preparing response to simple routine correspondence Å Establishing and monitoring procedures for record-keeping of correspondence and file movement Å Ensuring security, integrity and confidentiality of data Å Managing office protocol and etiquette	

Essential job functions and standards

Key Result Area	Main Tasks	Performance indicators
Managing and organising office records	Å Filing Å Organising office furniture Å Mail trays Å Receiving correspondence and redirecting to the Medical Superintendent/HAO Å Ordering supplies and maintaining inventory	Å Well-maintained filing system Å Clean and tidy office Å In and out tray available Å Correspondence dispatched to user departments Å Availability of office supplies Å Inventory register updated
Taking dictation	Å Documenting Å Typing, Printing and photocopying Å Participating in compiling data, statistics and other information	Å Availability of reports or minutes
Attend to visitors or clients	Å Well-arranged waiting bay Å Ensuring office protocol and etiquette	Å Visitors book available Å Decongested waiting bay and office
Storage of records and documents	Å Ensuring security of documents and office equipment	Å Locked cabinets

Job Title	ASSISTANT OFFICE ADMINISTRATOR	
Maintain office diary and itinerary	Å Answering telephone calls and relaying the calls and messages Å Scheduling and confirming appointments and meetings	Å Feedback Å Updated diary
Required qualifications		
Academic and professional qualification	Kenya Certificate of Secondary Education mean grade C- Business Education Single & Group Certificate (BES & GC) from the Kenya National Examination Council (KNEC). Or Craft certificate in secretarial studies from KNEC Certificate in computer applications skills from a recognised institute.	
Essential skills and competencies	Å Confidentiality Å Interpersonal skills Å Communication skills Å Punctuality	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	

Working conditions

The job holder is exposed to minimum disagreeable conditions in the environment. She or he has normal office facilities which may include own office with desk, access to a telephone line with links to the outside world.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

COOK

Job Title	COOK	
Department/Unit	Kitchen	
	Reports to	Hospitality Officer
	Supervises	Casual and support staff attached to the kitchen
Position summary	Ensure quality meal preparation and management in the hospital	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Meal preparation and serving	Å Ensure all food ingredients are available Å Prepare patients' food as instructed Å Ensure proper and recommended cooking methods Å Timely serving of prepared food Å Cleaning the kitchen surfaces and utensils	Å Availability of daily foodstuff Å Quality food served daily Å Meals served on time Å Clean kitchen
Administrative/supervision	Å Ensure casual and support staff do their expected duties Å Take delegated duties from the caterer	Å Daily report to caterer Å Recommendation letter by caterer
Required qualifications		
Academic and Professional Qualification	Certificate in Foods and Beverages	
Experience		
Required licence /certificate	Valid medical certificate	
Essential skills and competencies	Å Confidentiality Å Interpersonal skills Å Communication skills Å Punctuality	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Supervise casuals Å Account for prepared food	

Working conditions

- The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.
- She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

COMMUNITY ORAL HEALTH OFFICER

Job Title	COMMUNITY ORAL HEALTH OFFICER	
Department/Unit	Dental	
	Reports to	Dental Surgeon
Position summary	Preventive Å Promote primary oral healthcare in the community by educating the public on the use of preventive measures, which are based on practically scientifically and socially acceptable methods, which are easily obtained and maintained by the public. Curative Å Diagnosis of oral diseases and management of emergency cases before referring them for treatment to the relevant specialists	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Å Promote primary oral healthcare in the community Å Diagnosis and treatment of common dental conditions	Å Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools Å Collecting data for fluoride testing in water samples, analysing and interpreting results and advising the relevant authorities accordingly Å Diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws, extractions and dissipations, drainage of dental abscess, suturing to stop bleeding, and prescription of analgesics and antibiotics	
Required qualifications		
Academic and professional qualifications	Diploma in Community Oral Health from Kenya Medical Training College (KMTC) or its equivalent from a recognised institution.	
Required licence/ certificate	Valid practising licence from the Community Oral Health Association of Kenya (COHA)	
Essential skills and competencies	Å Communication skills Å Organisational skills Å Clinical acumen in diagnosing dental illnesses Å Wide knowledge of common dental ailments affecting the local communities Å Knowledge in modern dental technologies and practices	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	

Job Title	COMMUNITY ORAL HEALTH OFFICER
Authority/decision-making	Å Plan and organise schedules and content of oral health demonstrations in the community Å Decide on the appropriate dental treatment to use for various dental ailments Å Decide when to make requisitions on supplies needed for his/her nature of duty.

Working conditions

- The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour
- She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Dental Surgeon	Supervises and writes prescriptions for dental appliances	Clients	He or she gives dental services and community health education
Dental Technologist	Gives prescriptions for dental appliances		

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HOSPITAL NUTRITION/DIETICIAN OFFICER-IN-CHARGE

Job Title	HOSPITAL NUTRITION/DIETICIAN OFFICER IN CHARGE	
Department/Unit	Nutrition	
	Reports to	Medical Superintendent
	Supervises	Nutrition/dietician officers, technologist/technicians and students/interns Caterers
Position summary	Overseeing provision of quality nutrition services in the hospital	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Patient care	Å Promoting health diets and lifestyles Å Supporting feeding services Å Mitigating and controlling nutrition-related non-communicable and nutrition deficiency diseases	Å Availability of scientific hospital menu Å Number of patients screened for lifestyle conditions Å Percentage of patients benefiting from therapeutic and supplemental support
Administration/supervision	Å Develop strategy for dietary assessment, reduction and control of disease complications Å Requisition of adequate nutrition commodities Å Ensuring availability of guidelines on therapeutic diets for existing and emerging diseases Å Develop and implement strategies to promote safe and healthy food choices Å Member of HMT, catering committee and therapeutic committee Å Prepare monthly departmental reports Å Supervise administration of therapeutic feeds Å Implement monitor and review nutrition programmes in the hospital	Å Number of strategies developed and displayed Å Filled and submitted requisition forms Å Number of updated guidelines available Å Number of meetings attended Å Filed reports available Å Number of ongoing nutrition programmes Å Number of monthly reports filed

Job Title	HOSPITAL NUTRITION/DIETICIAN OFFICER IN CHARGE	
Training and research	Å Develop and disseminate nutrition behaviour change communication, IEC materials Å Participating in nutrition research and surveys in the hospital Å Facilitate nutrition continuous medical education	Å Number of training courses conducted Å Number of IEC materials available Å Number of education sessions done Å Availability of research reports
Required qualifications		
Academic and professional qualifications	Å BSc in Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from recognised institution or with at least three (3) practice years practice as a nutrition officer Å Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics with a certificate in a management course of at least four (4) weeks from a recognised institution or three (3) year experience in the grade of Chief Nutrition and Dietetics Technologist	
Required licence/certificate	Registered by the Council of the Institute of Nutritionists and Dieticians (CNDI)	
Essential skills and competencies	Å Computer-literate Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organizational skills	
Essential Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Contribute to the development and implementation of work plan Å Prioritise and organise work to meet changing and multiple demands	

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions and other hazards.

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

ENROLLED NURSE

Job Title	ENROLLED NURSE	
Department/Unit	Nursing	
Position summary	To provide holistic preventive, promotive, curative rehabilitative and palliative care services using nursing to meet the health needs of clients/ patients under supervision of a senior nurse.	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Quality nursing services	Å Application of nursing skills in patient management and care Å Adhering to the set standard operation procedures and guidelines	Å Nursing care plans, care index (Cardex) well documented Å Number of nasal comial infections reported Å Number of occupational Å Injuries reported
Improvement of immunisation coverage	Å Maintenance of cold chain Å Timely ordering of vaccines and related commodities Å Ensure timely reports Å Administration of vaccines to clients	Å Number of potent vaccines available Å Number of days with vaccines and other commodity stock-outs Å Number of timely reports Å Number of clients immunised
Improved maternal neonatal child healthcare	Å To offer focused antenatal care Å Increased skilled deliveries Å Increased uptake of family planning (FP) services Å Management of minor childhood illnesses Å Health promotion Å Provision of prevention of mother-to-child transmission services	Å Number of mothers who have completed four antenatal visits Å Number of deliveries conducted by a skilled birth attendant Å Number of women using contraceptives Å Number of children treated for minor illnesses Å Number of health messages given periodically Å Number of HIV exposed children testing HIV negative at 18 months
Prevention and screening of communicable and non-communicable diseases (NCDs)	Å Offering HIV-testing services Å Screening for tuberculosis (TB) Å Screening for cancer of the cervix and breast cancer Å Screening for diabetes and hypertension	Å Number of clients tested for HIV and linked in to care Å Number of clients screened/ treated/ referred for TB Å Number of clients tested using via/villi and number of breast examinations done Å Number of clients screened and monitored for diabetes and blood pressure

Job Title	ENROLLED NURSE	
Care of critically-ill patients	Å Feeding through nasal gastric tubes Å Turning of the critically patients four (4) hourly Å Vital observations and recording	Å Number of patients developing decubitus ulcers under our care
Monitoring and evaluation nursing services	Å Compilation of reports on the identified indicators Å Proper documentation for improved data quality	Å Number of reports submitted Å Improved quality of data
Effective referral of emergency and non- emergency cases	Å Following the SOPs on referral	Å Number of clients referred using the SOPs
Required qualifications		
Academic and professional qualifications	Å KCSE certificate with a C– (C-minus) Å Kenya Enrolled Nurse Certificate from a recognised training institution Å Enrolment certificate from the Nursing Council of Kenya Å Valid practising licence from the Nursing Council of Kenya Å Certificate in computer application skills from a recognised institution	
Experience		
Essential skills and competencies	Å Observing aseptic technique during procedures Å Ability to administer and document client medications as per the prescription using various routes Å Insertion of intra-uterine contraceptive devices (IUCDs) and hormonal implants Å Assessment of clients' health needs Å Counselling of clients on identified health and social-economic needs Å Conducting deliveries Å Repair of episiotomies Å Ability to offer emergency care Å Taking of vital signs Å Ability to provide quality nursing care according to set standards Å Ability to follow instructions and accept direction required by other key players in the system of care. Å Ability to note and report any change of condition of the patient and report to the relevant officer on duty Å Ability to work independently with minimum supervision Å Ability to communicate effectively with staff and clients	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Makes decisions through consultation	

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.

She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Å Staff to staff Å Staff to supervisor	Å Consultation, guidance Å Guidance and consultation Å Administrative issues	Å Staff to clients/patient Å Staff to relatives	Å Consoling, educating, collaborating on in-patient care Å For cooperation, sharing information, planning for discharge, consoling

Service standards

Set by the regulatory body, SOPs, procedure manuals, institutional guidelines

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

MORTUARY ATTENDANT

Job Title	MORTUARY ATTENDANT	
Department/Unit	Health services	
	Reports to	
	Supervises	
Position summary	Ensures smooth-running of the Mortuary Department	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Administrative duties	Å Coordinates the operations of the mortuary Å Supervises mortuary attendants Å Assigns duties to mortuary attendants Å Ensures that daily records of the department are up to date Å Ensures admission of bodies, tagging for identification, embalming and storage of bodies Å Ensures Infection and Prevention Control SOPs are adhered to Å Assists in performing autopsies by appropriate techniques, equipment and universal precautions for the purpose of obtaining a final pathological diagnosis Å Ensure the disposal of unclaimed bodies Å Ensure effective infection prevention and controls	Å Number of mortuary attendants performing duties under stipulated guidelines Å Number of records updated and available Å An updated duty roster Å Number of autopsies conducted/participated in
Performance appraisal	Å Periodical assessment and appraisal of staff working under them Å Prepare appraisal and submit report to pathologist-in-charge	Å Number of staff appraised and reports submitted quarterly Å Quarterly appraisal report submitted
Quality assurance	Å Maintain standard preservation of bodies	
Other duties	Å Other duties as requested by the supervisor	
Required qualifications		
Academic and professional qualification	Å Certificate in Mortuary Science Å Minimum D+ in KCSE	
Knowledge	Å Versed in Infection Prevention and Control Procedures Å Basic knowledge of Human Anatomy	
Essential skills and competencies	Å Basic skills in cadaver dissection and specimen collection for histopathological analysis	
Machines, tools, and equipment	Å Dissection and embalming kits, cold room chambers Å Personal protective equipment	

This job description aims at interpreting and providing a representative summary of duties and responsibilities as outlined in the applicable scheme of service. It shall not be construed as a declaration of the specific duties and responsibilities of the job holder, who may be requested to perform tasks other than those specified herein.

Working conditions

High risk of exposure to communicable diseases, hazardous materials, and pharmacological agents requiring observance of established precautions.

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

PHARMACIST

Job Title	PHARMACIST	
Department/Unit	PHARMACY	
	Reports to	Pharmacist-in-Charge
Position summary	to assist in the provision of basic pharmaceutical services	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Clinical services	Å Dispensing of medicines according to Good Dispensing Practices and counselling patients on use of medicines Å Participating in ward rounds, monitoring medicine use, interactions and ADRs Å Making of extemporaneous preparations Å Monitoring medicine safety, quality and medication errors (pharmacovigilance) Å Providing drug information services	Å Proper dispensing records and registers completed and available Å Weekly report of activities undertaken during ward rounds Å Entries into the extemporaneous preparations register Å Completed pharmacovigilance reporting tools Å Weekly records of drug information services provided
Maintaining medicine inventory	Å Ordering, receiving, storage and issuing of pharmaceuticals Å Making entries into the relevant inventory management records and registers Å Identify and quarantine unserviceable pharmaceutical supplies	Å Up-to-date and accurate entries in the appropriate registers Å Up-to-date and accurate entries in the appropriate registers Å No unserviceable products among the stock for use
Provision of Health Education	Å Conduct health education on topical issues to patients Å Make presentations on Medicine Use topics at CME forums Å Advising on the rational use of medicines	Å Report of the health education activities undertaken Å Report of the health education activities undertaken Å Copies of presentations made during the CMEs
Outreach services	Å Assisting in the supervision of pharmaceutical services at lower level health facilities Å Participate in Primary Health Care (PHC) and Community level activities	Å Reports of supervisory visits undertaken Å Report of all activities performed
Operation Research	Å Collect and collate data on all aspects of medicine use	Å Reports of observed areas of interest or concern requiring research
Required qualifications		
Academic and professional qualification	Bachelor of pharmacy from a recognised institution Registration with the Pharmacy and Poisons Board	

Job Title	PHARMACIST
Experience	At least one (1) year of service as a confirmed staff
Essential skills and competencies	Å Computer literacy Å Communication skills
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Ability to give medication accordingly.

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.

She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Other healthcare professionals	Give comprehensive health services	Clients	Offer pharmaceutical services

Service standards

Highest standard based on training and the working environment.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

REGISTERED NURSE

Job Title	REGISTERED NURSE	
Department/Unit	Nursing	
Position summary	To provide holistic preventive, promotive, curative rehabilitative and palliative care services using nursing to meet the health needs of clients/patients under supervision of a senior nurse	
Essential job functions and standards		
Key result area	**Main tasks**	**Performance indicators**
Quality nursing services	Å Application of nursing skills in patient management and care Å Adhering to SOPs and guidelines	Å Nursing care plans, care index (Cardex) well documented Å Number of nasal comial infections reported Å Number of occupational Å Injuries reported
Improvement of immunisation coverage	Å Maintain cold chain Å Ensure timely ordering of vaccines and related commodities Å Ensure timely reports Å Administer vaccines to clients	Å Number of potent vaccines available Å Number of days with vaccine and other commodity stock-outs Å Number of timely reports available Å Number of clients immunised
Improved maternal neonatal child healthcare	Å Offer focused antenatal care Å Perform more skilled deliveries Å Increase uptake of FP services Å Manage minor childhood illnesses Å Promote health Å Provide prevention of mother-to-child transmission services	Å Number of mothers completing four antenatal visits Å Number of deliveries conducted by a skilled birth attendant Å Number of women using FP methods Å Number of children treated for minor illnesses Å Number of health messages given periodically Å Number of HIV exposed children testing HIV negative at 18 months
Prevention and screening of communicable and non-communicable diseases	Å Offering HIV testing services Å Screening for tuberculosis Å Screening for cervical and breast cancer Å screening for diabetes and hypertension	Å Number of clients tested for HIV and linked in to care Å Number of clients screened/ treated/ referred for TB Å Number of clients tested using via/villi and number of breast exams done Å Number of clients screened for diabetes and blood pressure monitored
Care of critically ill patients	Å Feeding through nasal-gastric tubes Å Turning of the critically patients four (4) hourly Å Vital observations and recording	Å Number of patients developing decubitus ulcers under our care
Monitoring and evaluation nursing services	Å Compilation of reports on the identified indicators Å Proper documentation for improved data quality	Å Number of reports submitted Å Improved quality of data

Job Title	REGISTERED NURSE	
Effective referral of emergency and non-emergency cases	Å Following the standard operation procedures on referral	Å Number of clients referred using SOPs
Required qualifications		
Academic and professional qualification	KCSE with a C plain Kenya Registered Nurse Diploma from a recognised training institution Registration certificate from the nursing council of Kenya Valid practicing license from Nursing Council of Kenya Certificate in computer application skills from a recognised institution	
Experience		
Essential skills and competencies	Å Observing aseptic technique during procedures Å Ability to administer and document client medications as per the prescription using various routes Å Insertion of IUCDs and hormonal implants Å Assessment of clients' health needs Å Counselling of clients on identified health and social economic needs Å Conducting deliveries Å Repair of episiotomies Å Ability to offer emergency care Å Taking of vital signs Å Ability to provide quality nursing care according to the set standards Å Ability to follow instructions and accept direction required by other key players in the system of care. Å Ability to note and report any change of condition of the client and report to the relevant officer on duty Å Ability to work with minimum supervision Å Ability to communicate effectively with staff and clients	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Å Makes decisions through consultation	

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.

She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Registered nurse iii should work in shifts and at times odd hours, embrace team work and consults regularly, in an environment that exposes them to communicable diseases and other hazardous materials.

Relationships

Internal customers		External customers	
Who	**Why**	**Who**	**Why**
Å Staff to staff Å Staff to supervisor	Å Consultation and guidance Å Guidance and consultation, Å administrative issues	Å Staff to clients/patients Å Staff to relatives	Å Consoling, educating, collaboration on patient in patient care Å For cooperation, sharing information, planning for discharge, consoling
Staff			

Service standards

Set by the regulatory body, SOPs, procedure manuals, institutional guidelines

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

WARD-IN-CHARGE/REGISTERED NURSE

Job Title	WARD-IN-CHARGE/REGISTERED NURSE	
Department/Unit	Nursing	
Position summary	To promote and monitor safe and effective nursing care of patients and provide effective leadership and management skills that contribute to the delivery of departmental objectives	
Essential job functions and standards		
Key result area	**Main tasks**	**Performance indicators**
Quality nursing services	Å Application of nursing skills in patient management and care Å Adhering to SOPs and guidelines Å Ensure general cleanliness of the ward and of the entire environment Å Ensure proper waste management Å Ensure observance of the hand-washing practice Å Ensure proper nursing care of the patients	Å Well-filled nursing caudex and nursing care plans Å Available and adhered to guidelines on IPC, statement protocols Å Displayed work plan for all staff Å Colour coded bins and healthcare waste protocols properly displayed Å Availability of running water and soap, hand sanitizers Å Four-(4) hourly turning charts for the unconscious patients Å Well-documented feeding charts Å Well recorded observation charts Å Number of reported cases of decubitus ulcers to patients in our care
Care of critically ill patient	Å Feeding through nasal gastric tubes Å Turning of critically-ill patients four (4) hourly Å Vital observations and recording	Å Number of patients developing decubitus ulcers under our care
Timely and complete documentation	Å Compilation of daily and monthly reports Å Proper documentation for improved data quality	Å Number of reports submitted Å Evidence of improved data quality
Effective referral of emergency and non-emergency cases	Å Application of SOPs on referral	Å Number of clients referred using the SOPs
Management of the ward	Å Coordinates day-to-day nursing activities Å Coordinates daily review of patients Å Participates in preparing the budget forward requirements Å Forecast and quantify commodities Å Order equipment and supplies Å Perform inventory management Å Physically count and verify availability of commodities and equipment Å Participate and contribute for the general good of the hospital as a member of its HMT Å Audit nursing services in the ward Å Identify needy patients requiring fee waiver by liaising with the social worker	Å Task allocation register Å Duty roster Å Ward round books Å Doctors call list Å Approved budget estimates Å Order refill Å S11 Å Up-to-date inventory register Å Minutes of the HMT meetings Å Audit reports Å Patient fee waiver register in the ward

Job Title	WARD-IN-CHARGE/REGISTERED NURSE	
Capacity building	Å Offer on-job-training and mentorship Å Coordinate CME attendance Å Supervise and mentor students in the ward	Å Number of staff who have undergone OJT Å CME attendance schedule Å Student rotation list and allocation book
Required qualifications		
Academic and professional qualification	Å A plain Grade C in KCSE Å Kenya Registered Community Health Nurse diploma from a recognised training institution Å Registration certificate from the Nursing Council of Kenya Å Valid practising licence from the Nursing Council of Kenya Å Certificate in computer application skills from a recognised institution	
Experience	Å At least three years of practice	
Essential skills and competencies	Å Observing aseptic technique during procedures Å ability to administer and document client medications as per the prescription using various routes Å Assessment of clients' health needs Å Counselling of clients on identified health and social economic needs Å Ability to offer emergency care Å Ability to provide quality nursing care in line with SOPs Å Ability to follow instructions and accept direction required by other key players in the care system Å Ability to note and report any change of condition of the patient and report to the relevant officer on duty Å Ability to work with minimum supervision Å Ability to communicate effectively with staff and clients Å Possession of supervision and managerial skills Å Possession of good analytical skills Å Possession of conflict resolution skills	
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making	Makes decisions through consultation	

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.

She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Staff to staff Staff to supervisor	Consultation and guidance Guidance and consultation administrative issues	Staff to Clients/patient staff to relatives	Consoling, educating, collaborating on IPC for cooperation, sharing information, planning for discharge, consoling

Service standards

Set by the regulatory body, SOPs, procedure manuals, and institutional guidelines

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

MEDICAL INTERN

Job Title	MEDICAL INTERN	
Department/Unit	Internship is offered in the following departments:-Surgery, Paediatrics, Obstetrics/Gynaecology, Medicine	
	Reports to	Consultant in respective departments
Position summary	To provide treatment under supervision of specialists and/or consultants in various disciplines of medical care including, but not limited to, Internal Medicine, Psychiatry, Paediatrics, Obstetrics and Gynaecology, General Surgery, Orthopaedics, ENT Surgery and Ophthalmology	

Essential job functions and standards

Key Result Area	Main Tasks	Performance indicators
Diagnosis, care and treatment of patients	Å Clerk, examine, investigate, care and monitor treatment of disease conditions for both outpatients an inpatients in the various disciplines Å Respond to all calls of duty, whether emergency or otherwise Å Observe timeliness in service delivery at all times Å Provide counselling to both patients and their relatives in case of need Å Attend all clinical meetings	Å Percentage adherence to duty roster Å Number of major ward rounds, theatre days and clinical meetings attended Å Number of surgical procedures recorded in logbook Å Number of patients seen in clinics
Medicines, medical equipment	Å Identify and report, in collaboration with the nursing team, the status of medicines, medical equipment	Å Number of entries by self in medicines, medical equipment/ instruments register
Provision of health education	Å Provide education for disease prevention and health promotion Å Participate in at least one outreach health activity	Å Number of activities participated in a month Å Number of outreach health activities participated in
Work planning, performance management and professional development	Å Prepare and implement AWP based on department work plan Å Using one's job description and work plan, to continually appraise oneself and rectify any shortcomings or suggest necessary assistance	Å Number of planned activities implemented on a monthly basis Å Number of appraisals conducted on a timely basis in each quarter
Consultants and other staff medical staff	Å To consult on patient treatment and care Å To collaborate with other cadres of staff	Clients

Required qualifications

Academic and professional qualification	Å Bachelor of Medicine

Job Title	MEDICAL INTERN
Knowledge	A comprehensive understanding of: Å Clinical and or surgical procedures Å Patient care procedures Å Medical protocols and testing procedures Å Knowledge of medical terminology, anatomy, physiology, chemistry, psychology, pharmacology, clinical medicine, radiology, microbiology and pathology
Work experience	Zero to one (1) year
Essential skills competencies	Å The analytical ability necessary to evaluate and determine health status of patient and implement proper care plan Å Interpersonal skills necessary to interview, teach and counsel patients; instruct health care personnel on procedures and treatment Å Ability to analyse and evaluate patient history, physical examination findings and laboratory values and make preliminary diagnosis of patients for review by physician
Essential personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Participate in the development of procedures for the department Å Makes decisions regarding work processes based on establishment guidelines Å Prioritises and organise work to meet changing conditions

Working conditions

The medical intern works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviours.

She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

She or he is able to walk and stand for long periods of time.

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Consultants and other staff Medical staff	To consult on patient treatment and care To collaborate with other cadres of staff	Clients	To provide clinical care, guidance and counselling on disease prevention

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

CATERER/HOSPITALITY OFFICER

Job Title	CATERER/HOSPITALITY OFFICER	
Department/Unit	Kitchen	
	Reports to	Nutrition and dietetic officer
	Supervises	Cook, support staff attached to the kitchen
Position summary	Ensure in-patients/client receive healthy and good quality food	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Catering and hospitality services	Å Implement the hospital menu Å Prepare food orders from ration store Å Ensure cleanliness and tidiness in the kitchen Å Ensure quality and timely preparation of patient meals. Å Ensure kitchen equipment is in good, functioning order	Å Displayed hospital menu Å Filled requisition forms Å Number of functional kitchen equipment
Administrative/supervision	Å Prepare and file kitchen reports Å Attend meetings Å Supervise food preparation and serving Å Prepare duty roster for kitchen staff	Å Number of meetings attended Å Number of filled reports Å Displayed and implemented duty roster

Required qualifications

Academic and Professional Qualification	Certificate in Hotel Management
Experience	
Required licence /certificate	Valid medical certificate
Essential skills and competencies	Å Confidentiality Å Interpersonal skills Å Communication skills Å Punctuality
Essential Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality
Authority/decision-making	Å Courteous Å Supervise cooks and casuals Å Account for ordered foodstuff

Working conditions

The job holder works in a normal hospital environment with minimal physical discomforts related to temperature, noise, noxious smells, disease agents, distractions; chemicals, unpredictable client and other people's behaviour.

She or he risks exposure to communicable diseases, hazardous materials, and pharmacological agents with likelihood of harm, requiring observance of established precautions.

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

HOSPITAL LABORATORY TECHNOLOGIST

Job Title	HOSPITAL LABORATORY TECHNOLOGIST	
Department/Unit	Health Services	
	Reports to	Medical Superintendent
Position summary	**Position summary** Å Plan, manage and supervise the activities of the hospital laboratory in accordance with established protocols. Å Oversee clinical tests and provision of accurate and timely test results	
Essential job functions and standards		
Key Result Area	**Main Tasks**	**Performance indicators**
Laboratory procedures and tests	Å Establish procedures for collection, labelling, processing, handling, storage and transportation of specimens for internal testing or referral. Å Provide guidance in the preparation of stains, reagents, media and solutions necessary for the performance of all laboratory tests. Å Perform routine and complex laboratory procedures involving manual or automated techniques. Å Ensure accurate and timely provision of technical information about test results to physicians, patients and researchers.	Å Number of documented laboratory procedures Å Number of tests conducted by self/ laboratory teams
Equipment installation and maintenance	Å Participate in the installation of new equipment Å Standardise, calibrate and undertake planned preventive maintenance	Å Percentage of equipment in working and serviceable condition
Safety and security	Å Establish and ensure adherence to personnel safety and environmental protection	Å Percentage of documented safety, Å security and environmental procedures Å Number of reported accidents/ incidents that could have been avoided
Quality control and quality assurance	Å Establish and ensure adherence to quality control and quality assurance procedures Å Contribute to the development, updating and implementing of laboratory SOPs/ Manuals (job aids)	Å Number of decisions/actions guided by standard SOPs Å Number of quality control and quality assurance activities involved in
Administrative	Stores Management Å Ensure adequate supplies of chemicals, reagents, equipment and other laboratory requirements at all times Å Ensure maintenance of stock registers Å Ensure that expired or unusable chemicals and reagents are separated from active stock and disposed of, using appropriate procedures	Å Number of reported cases of stock-outs Å Number of registers properly maintained

Job Title	HOSPITAL LABORATORY TECHNOLOGIST	
	Meetings Å Attend meetings as HMT member Å Facilitate departmental meetings Å Contribute to the work of the various committees related to laboratory work	Å Number of departmental meetings attended Å Number of committee meetings attended
	Å Develop, standardize, evaluate, and modify procedures, techniques and tests used in analysing of specimens and in medical laboratory experiments Å Enforce laboratory safety and security procedures	Å Number of staff routinely applying SOPs Å Number of pharmacovigilance reports prepared
Training and research	ment/Unit Nsupervise, train new employees and interns in the department	Å Number of students Å completing internships
	Å Undertake/participate in surveillance, research activities and provide support to hospital staff and visiting external researchers	Å Number of research projects Å undertaken/participated in or supported
	Å Undertake needed PDAs	Å Number of tests conducted
Work planning and performance management	Å Facilitate the preparation of departmental work plan and budget based on the hospital's strategic plan Å Prepare individual AWP based on the departmental work plan	Å Number of planned activities implemented monthly
	Å Appraisal of staff in the department	Å Number of appraisals conducted on schedule quarterly
Required qualifications		
Academic and professional qualification	Å Diploma Higher National Diploma in Medical Laboratory Technology Å Bachelor's degree in Medical Laboratory Sciences	
Experience	Three (3) years	
Required licence / certificate	Å Registration with the Kenya Medical Laboratory Technicians and Technologists Board	
Essential skills and competencies	Å Computer literacy Å Managerial skills Å Supervisory skills Å Interpersonal skills Å Communication skills Å Organisational skills	
Essential Personal attributes	Å Integrity Å Respect for National/Gender Diversity Å Meritocracy Å Fairness Å Confidentiality	
Authority/decision-making		

Working conditions

The job holder works in a normal hospital environment where there are minimal physical discomforts due to temperature, noise, noxious smells, disease agents, distractions and other hazards

Relationships

Internal Customers		External Customers	
Who	**Why**	**Who**	**Why**
Clinical departments	To receive/collect specimens To submit/discuss lab results	Clients	To conduct lab tests and give results
		Visiting students, interns and researchers	To provide training, exchange and share pharmaceutical knowledge

Acknowledgement approval

The job description should be approved according to public service policy. The signed copy of the job description will be maintained by the Human Resource Office.

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Acknowledgement approval

Job Description approved by:

Name of supervisor.....

Signature.....Date.....

Job holder acknowledgement

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not specified herein.

Name.....

Signature.....Date.....

ANNEX

LIST OF OFFICERS WHO CONTRIBUTED TO THIS DOCUMENT

Name	Title	Work Station	Contacts	EmailW
Robert M. Musau	SCHAO	Mbooni	0721-233520	mutisiskin@yahoo.com
Geoffrey Kirui	SCHAO	Kibwezi	0722-985042	geofreykiirui@gmail.com
Veronica Muia	SCNC	Mbooni	0725-762960	muiaveroi@gmail.com
Christine Muindi	DSCO	Makueni	0722-288138	christinemuindi@yahoo.com
Everlyne Mueni	Ass Dir HRM	Wote	0711787948	evelynemueni@yahoo.com
Lucy Wambua	SCHAO	Kilungu	0723-370509	lucymutindi@gmail.com
Dr Eric Chomba	SCPF	Kaiti	0724-249560	erchomba@yahoo.com
Fidelis Makau	ICTO	Makueni	0721-217828	fidelique@gmail.com
Judith Mbogori	SCCO	Kilungu	0725-259812	judymbogori@gmail.com
Stanslous Ndeto	UH-CO	Makueni	0713-201197	stanslousndeto@gmail.com
Regina Kyalo	ACNO	Makueni	0722-585617	Reginamwikali3@gmail.com
Benard Momanyi	HAO	Makueni	0711-613140	Bimas113@gmail.com
Samson Kamau	Med. Eng. Technologist	Makueni	0718-830154	samsonkamau@yahoo.com
Patrick M. Ndonye	SCPHO	Kilome	0727-889375	pndonye88@yahoo.com
Christopher Muthama	UH-CHS	Makueni	0726-969460	christophermuthama61@gmail.com
Solomon Mutiso	UH-Lab	Makueni	0715-271607	solomonmutiso@yhahoo.com
Marygorret Musau	UH-SHU	Makueni	0727-736189	Marymusau82@gmail.com
Dr Mwaka Mwango	UH-Pharmacist	Makueni	0728-775871	njorogenancy@gmail.com
Dr Daniel Gichogo	Paediatrician	Makueni	0722-939100	danchogo@gmail.com
Jonathan Kalwa	UH-HRIO	Makueni	0720-748076	kalwaj@yahoo.com
Dr Kakundi Blastus	SCMO	Makueni	0728-844112	blastusk@yahoo.com
Esther Ndeki	CCHRM	Nairobi	0720-788158	endeki@intrahealth.org
Jopha Kitonga	HAO	Makueni	0722-420049	j.kiyonga@yahoo.com
Joseph Mulei	AG.SCMOH	Makueni	0729-223591	jmulei1973@gmail.com
Dr Kiio Ndolo	DMS	Makueni	0721-431150	ndolosteve@yahoo.com

GOVERNMENT OF MAKUENI COUNTY
COUNTY HEADQUARTERS BUILDING
Off Wote-Makindu Highway
P.O.Box 78-90300 Makueni
Email;contact@makueni.go.ke

USAID
FROM THE AMERICAN PEOPLE

PEPFAR

IntraHealth
INTERNATIONAL
Because Health Workers Save Lives.