

## PREAMBLE

### 1. Mandate of the HSC

The Health Service Commission (HSC) was created under Article 169 of the 1995 Constitution and its functions are stipulated in Article 170(1). They are:

- (a) Advise the President in performing, in relation to the Health Service, his or her functions under Article 172 of the Constitution.
- (b) Appoint persons to hold or act in any office in the Health Service, including the power to Confirm Appointments, to exercise Disciplinary Control over those persons and to remove them from office.
- (c) Review the Terms and Conditions of Service, Standing Orders, Training and Qualifications of Members of the Health Service and matters connected with their Management and Welfare and make recommendations on them to Government.
- (d) Perform such other functions as may be prescribed by the Constitution or any other Law.

The Health Service Commission Act, 2001 was enacted by Parliament and in the Second Schedule Part 1 provides for Statutes under which Health Professionals are registered.

- The Medical and Dental Practitioners Statute, 1996.
- The Allied Health Professionals Statute, 1996.
- The Nurses and Midwives Statute, 1996.
- The Pharmacy and Drug Act, 1970.

In the Act, Parliament also prescribed the categories of Public Officers who constitute the Health Service, and defined them as "Health Workers" to mean a Health Professional, Administrative, Scientific and Support Staff employed in the Public Service for efficient and effective delivery of health service in Uganda.

Accordingly therefore the Local Government Act, 1997 provides for areas of interface between the HSC and the District Service Commissions (DSCs). Section 56(3) of the Act requires the HSC to provide "Guidelines to the Districts for Recruitment of Staff in the Health Service;" and Section 59(2) provides for the submission of quarterly reports to the HSC by the DSCs on the performance of their functions regarding Health Workers. Hence, in 1998 the HSC prepared and issued guidelines which District Service Commissions have been using when recruiting Health Professionals.

## **2. Guidelines to District Service Commissions**

The primary objective of the guidelines is to maximize consistent, standardized and uniform manner in the recruitment/selection process at all levels of the Health Service. The Health Service Commission is aware that there are other Guidelines issued by the Public Service Commission and the Ministry of Local Government which the District Service Commissions are using. General recruitment issues such as those cited in the Public Service Commission Checklist are not given in this book, to avoid replicating what has been provided in Guidelines issued by other Organs of Government.

In Section (C) below, however, the Commission outlines vital considerations that the District Service Commissions need to bear in mind when recruiting personnel in the Public Service in general and in the Health Service in particular.

When an inconsistency is observed or a matter of strategic importance is required; say on diversification of qualifications, DSC may ask the HSC for guidance.

This book replaces "Guidelines for the Recruitment of Health Professionals in Districts and Urban Authorities" that was issued by the Health Service Commission in 1998. Four main considerations necessitated the re-writing of the earlier edition:

- (i) In Circular Standing Instruction (CSI) No. 2 of 2003, Government introduced the Single Spine Salary Structure. This involved the merging of certain job titles into one Grade and hence new Post Titles. Problems arising out of merging some jobs notwithstanding, the HSC has addressed this development by giving the job descriptions and other job requirements in line with the new jobs set up. In the meantime, the HSC will continue voicing its concern on unresolved issues that arose out of merging some jobs in the Nursing and Allied Health Professionals cadres.
- (ii) The Local Governments have been restructured and new staffing levels provided yet some of the jobs were not reflected in the 1998 edition of the Guidelines. Furthermore some Job Titles and Salary Scales have also changed. The new jobs that have been brought on board in the District Structures have been catered for in this edition.
- (iii) The Health Profession is dynamic thus new professions have emerged which need to be included in the Guidelines. There are jobs, such as those of Comprehensive Nurses, that the Nation needs and have trained personnel in them for over 10 years, but whose job descriptions and career progression are yet to be sanctioned by the Ministry of Public Service. Tentative job descriptions and career progression of the jobs that we hope will be brought on board soon are given in the last Chapter of this book.
- (iv) The 1998 Edition handled only Health Professionals leaving out other Health Workers who were defined in the HSC Act of 2001. This book caters for those Health Workers as well.

## **3. Recruitment and Selection Process**

- (i) **Independence of Service Commissions**

Independence of the Service Commissions to execute their mandates and functions is guaranteed by Law. For example, Section 21 of the Health Service Commission Act 2001 provides that: *Any person who otherwise than in the course of his or her duty, directly or indirectly himself or herself or by any other person in any manner whatsoever, influences or attempts to influence any decision of the Commission, commits an offence and is liable on conviction, to a fine not exceeding thirty currency points or imprisonment not exceeding twelve months or both.*

## **(ii) Recruitment Procedures**

The primary purpose of the recruitment procedures is to ensure consistent, standardized and uniform way of recruiting Health Workers.

The District Service Commissions are enjoined to ensure:

- Transparency at all levels of the process.
- Merit, which principally demands that a candidate who is deemed and judged to excel above all his/her competitors takes the job.
- Open competition is for all persons who possess the minimum qualifications for the job.
- Fairness, just and non-discrimination on any basis

## **(iii) Operating Procedures**

- (a) Analyse approved staffing structures to determine vacancy.
- (b) Agree on need (demand) for the vacancy.
- (c) Confirm that funds are available – salaries and other maintenance costs.
- (d) Vacancy declared to the District Service Commission in writing.

For each post declared, the following must be clearly and correctly stated:

- Job title (designation)
- Job reference number
- Salary Scale
- Number of Vacancies
- Statement of minimum academic/professional and behavior requirements
- Statement of principal duties and responsibilities
- Working experience expressed in terms of years
- Reporting hierarchy
- The submitting officer should also accompany the submission with a draft advert.

## **4. Advertisement**

Recruitment and promotion within the Public Service is done through open competition and internal adverts, and the most meritorious person gets selected. All persons with the requirements for a post have a right and are free to compete for it.

In selecting the most suitable person from many, the District Service Commissions (DSCs) should apply the principle of impartiality and neutrality which are stipulated in various rules and regulations. The Commission must be just and fair to all. It must handle cases that are presented to it in a consistent, standardized and uniform manner.

In order to ensure transparency and give chance to all people with the required qualifications, the District Service Commission (DSCs) should advertise widely using the print and or electronic media.

Internal adverts are a recognized mode of recruiting persons especially in cases where there are eligible officers who could fill arising vacancies at promotional levels.

## 5. Placing the Advert

An advert is a mirror to attract the most available and willing potential candidate. It should be devoid of ambiguities. It should convey factual and correct information such as:

- Correct job title
- Correct salary scale
- Institution where the job is tenable
- Deadline for receipt of applications
- Application requirements e.g. attaching CVs and addresses of referees
- Location and place where to deliver applications.

If there is anything on the advert that has to be clear and concise, it is the statement of person specification (qualifications and experience) and job description (duties and responsibilities).

## 6. Receipt of Application Forms

When applications are received, they should be handled meticulously.

The DSC must prepare to receive applications because every one of them is an accountability document. Therefore:

- Each application form should be recorded on receipt and date of receipt, and entered in the Records Book.
- Provision should be made to sign for applications received to forestall any complaints about losses of applications that may have not even been delivered.
- State of the application form at the time of entry in terms of available and missing attachments (accompanying documents) should also be entered.
- All attachments to the applications including passport size photographs of applicant should be securely fastened on the application form or letter.

## 7. Preparing for Shortlisting

A pre-selection Panel/Board should be constituted by the Chairperson of the DSC to shortlist applicants for the interviews. Candidates who do not have requirements of the post advertised should not be shortlisted.

DSC should satisfy itself that there is to its disposal sufficient resources to enable it carry out the shortlisting exercise expeditiously and without interruption. Preparation requirements include:

- **Constituting Shortlisting Panels.**  
The Panel should include a person sufficiently qualified to technically guide the Panel/Board. (Technical representative). It is vital that a technical person is well acquainted with the cadre being shortlisted.

- **Sift applications**  
Sifting of applications must be guided and based on the person specifications (qualifications and experience) as provided in the job advert.
- **Shortlist qualified candidates**  
Agree on interview date and draw interview program. It should be noted that the interview as a selection method may be augmented with other selection methods to improve predictive validity and also reduce the number of candidates for interview to reasonable level e.g. 6 candidates to one job. These methods call for necessary application of competence testing where tenable.

## 8. Invitation of Candidates for the Interviews

Short listed candidates should be invited for the interviews through the most convenient means available. Invitation letters stipulating the date, time, venue and the essential original documents the applicants must present at the interviews should be sent well in time. In addition to letters, radio announcements should be made informing shortlisted candidates to check with the Chief Administrative Officer's Office and that of the District Service Commission where shortlists are displayed.

## 9. Interview Process

- The Chairperson of the Commission usually constitutes the interviewing Panel/Boards. The Panel/Board should be chaired by a member of the Commission.
- Every Panel/Board should have a Secretary.
- Every Panel/Board should have a Technical Person who should be of a higher rank but of the same profession as the candidate, i.e Nurses to Nurses, Midwives to Midwives and Dentists to Dentists. The Health Service Commission should be invited to participate in interviewing Health Workers at the rank of salary scale U2 and U1.

### (i) The roles of the Chairperson of the Panel/Board include:

- Chairing the Panel/Board
- Briefing the Panel/Board about the objective of the interview
- Moderating the other member of the interviewing team
- Ensuring that members do not divulge any information to unauthorized person(s).
- Building rapport with the candidate and ensuring that the interviewing atmosphere is not threatening to the candidate in any way.
- Ensuring that the panel/Board members understand the procedures that will be followed when assessing the candidate.
- Introduce members of the panel/Board to the candidate.
- Get the candidate's bio-data and close the interview.
- Sign the Board's proceedings and remarks.
- Scrutinize the Order of Merit.
- Present the proceedings of the panel/Board to the entire Commission.

## **(ii) The Role of the Technical Representative**

The Technical Person will mainly guide the Panel/Board on the technical knowledge and experience of the candidate. The technical representative should participate in the drawing up of the Merit list. His/Her contribution ends at that stage.

## **(iii) Role of the Board/Panel Secretary**

The Secretary should arrange an appropriate room (waiting room for candidates as well as the interviewing room).

She/he should prepare working documents for the panel during interview:

- Application forms/letters
- Files, writing materials, record sheets etc
- Assessment guidelines
- Information on the post (advertisement) so that the panel is reminded about them.

The Secretary receives and directs the candidates and ushers them in and responds to their queries or inquires. He/she should collect all the required documents from the candidate for scrutiny by the panel.

- Identity card
- Original copies of certificates, testimonials
- Copies of publications by candidate
- Copies of letters of previous appointments, confirmation if candidate is civil servant.
- Technical Representatives should be allowed sufficient time to probe the candidate's professionability and behavioral disposition.
- His/her technical guide should be respected.
- Candidates should be taken through the entire spectrum of assessable factors.

## **(iv) Rating Instrument**

It is agreed that the professional knowledge and skill requirements for Health Workers must be of unquestionable level. The Health Service Commission is therefore reviewing its rating criteria, which, invariably will be shared with DSC.

## **(v) Recording of Interview Proceedings**

Each member of the Interviewing Board should record his/her assessment of the candidate or any other observation agreed upon by the Board. Each one of them should also sign the assessment form for future accountability.

## **(vi) Panel/Board Recommendations**

Recommendations for appointment should strictly follow the Order of Merit. Exceptional circumstances that may deny the highest candidate from being considered for appointment must be clearly debated and

details recorded in the Minutes of the Commission. Documentary evidence should also be adduced and recorded.

#### **(vii) Appointment**

This is an exclusive role of the Appointing Authority as per law established. The entire Commission is expected to be involved in this exercise. The candidates are appointed following the merit list of the interviewing Panel/Board. Normally the Commission debates the recommendations and comments of the Panel/Board and can endorse, change or reject some of the recommendations of the interviewing Panel/Board. The action on the appointment is finally done by the CAO based on the minutes of the District Service Commission. The DSC could notify the successful candidates to get their appointment letters from the CAO. Posting instructions are normally issued by Heads of Departments.

#### **(viii) Decisions of DSC**

- Must take into account Government regulations and instructions e.g. implementation of single spine salary structure.
- Where for example it is found out to be necessary to waive requirement for probationary appointment, this should be clearly stated as a decision of the Commission.
- Assigning wrong salary scales is irregular and therefore, CAOs are specially alerted to seriously cross-check the scales and where incorrect, submit to DSC for corrigendum before implementing the Minutes or where the implementation of the DSC directive must take place, quote right salary scale on the appointment letter and thereafter submit to DSC for corrigendum.

#### **(ix) Selection Methods**

- Oral interviews
- Written examinations
- Practical tests
- Validated aptitude tests
- Confidential letters from referees
- Reports from supervisors
- Curriculum vitae and performance tests.

Oral interviews are the most commonly used technique of selecting officers for employment in the Public Service.

## **10. Qualifications for Recruitment of Various Cadres of Health Workers**

### **(i) Introduction**

Whether a Health Worker is recruited by the HSC or DSC, same qualifications for the same post apply. It is irregular to vary qualifications in order to satisfy individual or local interest. Where equivalent qualification is the question, it is strongly advised that DSC seek guidance of the Health Service Commission.

Always seek advice from the Health Service Commission when uncertain on matters of professional and academic qualifications in order to avoid recruiting people who do not possess the right qualifications. For instance, the training of technologists differs from that of technicians, and it is erroneous to interchange those qualifications.

## (ii) Qualifications

- **'O' Level Certificate:**

Entry into the Public Service demands the possession of an Ordinary Level certificate. The basic Public Service requirement to be deemed to have an 'O' Level Certificate is where the candidate scored:

- (a) One Credit and five Passes including English Language;
- (b) Two Credits and three Passes including English Language; and
- (c) Four Credits including English Language.

*NB. For Health Workers, the above scores should include at least two Science subjects.*

- **'A' Level Qualifications:**

For a candidate to be deemed to have an 'A' Level Certificate, the following scores are considered:

2 Passes at Principal level preferably in Science subjects.

## 11. Registration

Health Professionals must be registered by their respective Councils. Normally, registration is renewed after every three years. It is mandatory for all Health Professionals, therefore, to present their up-to-date registration certificates or receipts to be eligible for service in the Public Service.

## 12. Forged Documents

The major vice that has been observed during the recruitment process is presentation of forged documents by the candidates. There is no single watertight remedy to fight forgery vices. The basic clue the HSC extends to the DSCs is that original documents of whatever description demanded for purposes of interview must be presented by candidates at the time of interview. Exceptions to this general rule must never be accepted. Entering the service with forged certificates or qualifications is not only irregular but criminal. The culprits should be weeded out. If resources were allowing, regular validation exercises would be carried out to identify irregular entrants. This is because of the practical inability to detect forgeries at entry. Examples of forgeries include:

- Presenting certificates of other people where the name of the applicant is almost similar to that showing on the certificate. An applicant will go to all lengths to argue that at christening she was called Catherine but later in school changed to Kate or that in primary school the candidate was called Joan Nakafero but at secondary level, added her father's name, Musoke.
- Falsifying grades – superimposing a typewritten grade over an erased printed grade.
- Pure fake certificates prepared to mimic usual certificates. It requires getting an original prototype to compare with the fake copy to determine its authenticity.



- Presentation of mere pass slips not supported by certificates.

The Commission has found it extremely useful to refer suspect academic and professional certificates to Awarding authorities. UNEB charges a little fee for each verification made but other Institutions such as Makerere University Medical School and indeed Health Training Institutions do it free of charge. It is strongly advisable that during interviews candidates are probed into details of their training. Suspect and lying candidates are often unearthed.

### **13. Recognized Institutions**

It is imperative that DSCs satisfy themselves that professional training qualifications are obtained from recognized Training Institutions. Where there is doubt, guidance may be sought from the Ministry of Education and Sports, Health Professional Councils; and indeed, where the HSC has the information, it will be more than glad to share it with the DSCs.

When a Candidate is duly registered by his/her professional body, it is evident that the academic documents which were used to register the holder were from a 'recognized institution'. When in doubt, the Professional Body under which the applicant falls should be consulted for verification of the said recognized Institution.

### **14. Salary Scales**

These are usually determined by the Ministry of Public Service in Circular Standing Instructions issued from time to time. The most current, at the time of writing these Guidelines was CSI No.4 of 2005 for Salary Structure: Financial Year 2005/2006.

Following the introduction of the Single-Spine Salary Structure in 2005, there are some cases where Salary Scales for some jobs are not in tandem with the qualifications and experience of some Cadres in the Service. Normally, the Health Service Commission and other Service Commissions bring any discrepancies in Salary Scales to the attention of the Ministry of Public Service for action. Issues related to Annual Salary Increments, Accessing the Payroll, Payment of Salary Arrears are handled by Accounting Officers rather than the Appointing Commissions.

### **15. Delegation**

Section 25 (l) of the HSC Act 2001, states: *"The Commission may, by writing, delegate any of its functions to a DSC or any other authority or officer"*.

### **16. Discipline**

The HSC is preparing Guidelines the DSC will follow when disciplining errant Health Workers.

### **17. Conclusion**

In conclusion therefore, the revised edition includes jobs in the first Guidelines for the Recruitment of Health Professionals in the District and Urban Authorities by the HSC (1998) and additional jobs, to

embrace all workers in the health sector. It answers the new issues embedded in the Circular Standing Instruction No.2 of 2003, the 2005 Report on the Review and Restructuring of the Local Government and Staffing levels, the new Government Policies and other Civil Service Reforms.

The new guidelines are not static therefore they are subject to change from time to time as the need arises which could be due to changes in Policy on decentralization structures, Staffing levels and Public Service Reforms. It should therefore, be read in conjunction with other government laws and regulations.

Last but not least the Commission is grateful to all those who contributed in one way or another to make the exercise a success. May the Almighty bless you abundantly.

## CHAPTER 1

# MEDICAL AND DENTAL PRACTITIONERS

**JOB TITLE** : **DISTRICT HEALTH OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U1E**  
**REPORTS TO** : **Chief Administrative Officer**  
**RESPONSIBLE FOR** : **Assistant District Health Officer/Principal Medical Officer**

**MAIN PURPOSE** : **To ensure effective, efficient and affordable delivery of health services for the well being of the population of the District.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Health services delivery activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) National Health Policy interpreted.
- (d) Advice on health related issues tendered.
- (e) Health research plans implemented.
- (f) Health Service delivery programmes implemented.
- (g) Health Information Management Systems updated.
- (h) Monitoring and Evaluation reports on health programmes in the District produced.
- (i) Sensitization of communities about Primary Health Care (PHC) done.
- (j) Plans for the Development of health infrastructure produced.
- (k) Discipline enforced.
- (l) Staff performance appraisal done.
- (m) Periodic reports submitted

### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluating the delivery of health services in the District.
- (b) Managing and accounting for allocated resources.
- (c) Ensuring implementation of National Health Policy.
- (d) Requisitioning for equipment and other supplies
- (e) Ensuring that equipment is secure, functional and well maintained.

- (f) Tendering advice on health related issues.
- (g) Liaising with Stakeholders for efficient delivery of health services.
- (h) Ensuring the implementation of the Uganda National Minimum Health Care Package (UNMHCP).
- (i) Initiating and ensuring the implementation of research programmes.
- (j) Ensuring effective and efficient development of health infrastructure at all levels of Health services delivery in the District.
- (k) Ensuring conformity with established quality assurance standards.
- (l) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (m) Ensuring that health information management systems are in place.
- (n) Liaising with Professional Councils on matters regarding disciplining, inspecting and monitoring physical structures in both public and private health facilities.
- (o) Imparting knowledge and skills to students and staff.
- (p) Carrying out Human Resource Activities like identifying manpower needs, training, promotional, leave and deployment.
- (q) Compiling and submitting reports to the Chief Administrative Officer.

## **PERSON SPECIFICATIONS**

- (a) Must have MBChB or BDS or their equivalent from a recognized University/Institution.
- (b) Masters Degree in Public Health, or its equivalent<sup>1</sup> from a recognized Institution.
- (c) Must be registered with the Medical and Dental Practitioners Council.
- (d) Must have working experience of at least eight (8) years in Clinical Practice and Health Service Management.
- (e) Must have well-developed inter-personal skills to be capable of managing and supervising staff.

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<sup>1</sup>

- *Masters in Primary Health Care*
- *Masters in Health Management, Planning and Policy*
- *Masters in Community Practice*
- *Masters in Clinical Epidemiology and Biostatistics*

**JOB TITLE** : **ASSISTANT DISTRICT HEALTH OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U2**  
**REPORTS TO** : **District Health Officer**  
**RESPONSIBLE FOR** : **Biostatistician, Principal Health Inspector, Cold Chain Technician**

**MAIN PURPOSE** : **To assist the DHO in ensuring effective, efficient and affordable delivery of health services for the well-being of the population of the District and ensure quality assurance in all Health Institutions in the District.**

#### **KEY OUTPUTS**

- (a) Accountability for financial and other resources produced.
- (b) National Health Policy interpreted.
- (c) Advice on health related issues tendered.
- (d) Health research plans implemented.
- (e) Health Service delivery programmes implemented.
- (f) Health information management systems updated.
- (g) Monitoring and evaluation reports on health programmes in the District produced.
- (h) Sensitization of communities about Primary Health Care (PHC) done.
- (i) Plans for development of health infrastructure produced.
- (j) Data on quality of Health Services maintained.
- (k) Discipline enforced
- (l) Staff performance appraisal done.
- (m) Periodic reports submitted

#### **KEY ACTIVITIES**

- (a) Participating in planning, directing, coordinating, budgeting, monitoring and evaluating the delivery of health services in the District.
- (b) Managing and accounting for allocated resources.
- (c) Ensuring implementation of National Health Policy.

- (d) Liaising with Stakeholders for efficient delivery of health services.
- (e) Implementing the Uganda National Minimum Health Care Package (UNHCP).
- (f) Participating in effective and efficient development of health infrastructure at all levels of Health services delivery in the District.
- (g) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (h) Ensuring that the health information management systems are in place.
- (i) Imparting knowledge and skills to students and staff.
- (j) Initiating and participating in research activities.
- (k) Liaising with Professional Councils on matters regarding disciplining, inspecting and monitoring physical structures in both public and private health facilities.
- (l) Carrying out Human Resource Activities like identifying manpower needs, training, promotional, leave and deployment.
- (m) Compiling and submitting reports to the District Health Officer.

#### **PERSON SPECIFICATIONS**

- (a) Must have a basic qualification of MBChB or BDS or their equivalent.
- (b) Masters Degree in Public Health, or its equivalent<sup>2</sup> from a recognized Institution.
- (c) Must be registered with the Medical and Dental Practitioners Council.
- (d) Should have working experience of at least six (6) years in Clinical Practice and Health Service Management.

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<sup>2</sup>

- *Masters in Primary Health Care*
- *Masters in Health Management, Planning and Policy*
- *Masters in Community Practice*
- *Masters in Clinical Epidemiology and Biostatistics*

**JOB TITLE** : **PRINCIPAL MEDICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U2**  
**REPORTS TO** : **Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Medical Officer, Principal Nursing Officer, Senior Hospital Administrator**

**MAIN PURPOSE** : **To ensure delivery of effective and efficient health services in the Hospital and ensure management of the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for health services delivery activities in the hospital carried out.
- (b) Accountability for financial and other resources of the hospital produced.
- (c) Patients diagnosed, treated and proper management ensured.
- (d) Health Information and Management Systems established and strengthened.
- (e) Appropriate development and maintenance of Health Units and facilities in the hospital ensured.
- (f) Equipment, drugs and other supplies for the hospital requisitioned.
- (g) Staff performance appraisal done.
- (h) Discipline enforced.
- (i) Quality Health Service ensured.
- (j) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, budgeting, directing, coordinating, monitoring and evaluating health services delivery activities in the Hospital.
- (b) Managing and accounting for allocated resources.
- (c) Participating in diagnostic treatment and proper management of patients.
- (d) Establishing and strengthening health information management systems.
- (e) Liaising with his/her Seniors in the implementation of the Uganda Minimum Health Care Package.
- (f) Requisitioning for equipment, drugs and other supplies for the hospital.
- (g) Ensuring that equipment is secure, safe, functional and well maintained.



- (h) Ensuring appropriate development and maintenance of health units and facilities.
- (i) Ensuring conformity to established quality assurance standards.
- (j) Initiating and participating in research activities.
- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) MBChB or its equivalent from a recognized University/Institution.
- (b) A Postgraduate Diploma in health related discipline or management from a recognized institution.
- (c) Must be registered with the Medical and Dental Practitioners Council.
- (d) Have a working knowledge of the health services management for at least six (6) years, three of which should be at the level of Senior Medical Officer.
- (e) Well-developed inter-personal skills to be capable of managing and motivating staff.

**JOB TITLE** : **MEDICAL OFFICER SPECIAL GRADE (Community)**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U2**  
**REPORTS TO** : **Senior Medical Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Nutritionist**

**MAIN PURPOSE** : **To deliver effectively and efficiently community health services in the hospital.**

### **KEY OUTPUTS**

- (a) Accountability for financial and other resources produced.
- (b) Health Policy implemented.
- (c) Community Health programmes implemented.
- (d) Advice on Community Health related issues tendered.
- (e) Health information systems about community health developed.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participates in planning, directing, co-ordinating, budgeting, monitoring and evaluating Community Health activities in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Implementing the Health Policy.
- (d) Implementing Community Health programmes.
- (e) Tendering advice about Community Health related issues.
- (f) Developing and strengthening Information systems about community health.
- (g) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (h) Imparting knowledge and skills to students and staff.
- (i) Initiating and participating in research activities.

- (j) Carrying out human resource activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) MBChB or its equivalent from a recognized University/Institution.
- (b) Must have a Masters Degree in Community Practice or its equivalent.
- (c) Must be registered with the Medical and Dental Practitioners Council.

**JOB TITLE** : **SENIOR MEDICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/District Health Officer**  
**RESPONSIBLE FOR** : **Medical Officer, Pharmacist, Senior Clinical Officer,  
Health Educator, Senior Laboratory Technologist.**

**MAIN PURPOSE** : **To ensure delivery of effective and efficient health  
services in the Unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for health services delivery activities in the unit carried out.
- (b) Accountability for financial and other resources of the unit produced.
- (c) National Health policy implemented.
- (d) Advice on health related issues tendered.
- (e) Diagnosis, treatment and proper management ensured.
- (f) Health information system developed for the Unit.
- (g) Health infrastructure for the Health Unit developed.
- (h) Discipline enforced.
- (i) Staff performance appraisal done.
- (j) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, budgeting, monitoring and coordinating effective delivery of health services in the unit.
- (b) Managing and accounting for allocated resources.
- (c) Implementing National health policy.
- (d) Advising Council on health related issues.
- (e) Developing and strengthening Health information system.
- (f) Ensuring the development of an effective and efficient health infrastructure for the Unit.
- (g) Initiating and participating in research activities.
- (h) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (i) Monitoring and evaluating Quality Assurance standards in the unit.

- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) MBChB or its equivalent from a recognized University/Institution.
- (b) Must be registered with the Medical and Dental Practitioners Council.
- (c) At least 3 years experience in clinical practices.

**JOB TITLE** : **MEDICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Senior Medical Officer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To provide and maintain curative and preventive Health Services.**

#### **KEY OUTPUTS**

- (a) Accountability for financial and other resources carried out.
- (b) Diagnosis, treatment and proper management of patients carried out.
- (c) Patients undergoing treatment reviewed.
- (d) Outreach health services implemented.
- (e) Health data collection carried out and reports submitted.
- (f) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in diagnosis, treatment and proper management of patients.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with other cadres in the delivery of quality health care to patients.
- (d) Reviewing and evaluating patients undergoing treatment.
- (e) Adhering to professional Code of Conduct and Ethics.
- (f) Promoting public health practices in the community.
- (g) Participating in research activities and health data collection.
- (h) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) MBChB or its equivalent from a recognized University/Institution.
- (b) Must be registered with Medical and Dental Practitioners Council.

**JOB TITLE** : **PRINCIPAL DENTAL SURGEON**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U2**  
**REPORTS TO** : **Principal Medical Officer**  
**RESPONSIBLE FOR** : **Senior Dental Surgeon**

**MAIN PURPOSE** : **To manage the delivery of effective and efficient Oral/Dental services in the Hospital and ensure management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Dental Services carried out.
- (b) Accountability for financial and other resources produced.
- (c) Oral/Dental services in the hospital carried out.
- (d) Health education of patients carried out.
- (e) Equipment and other supplies requisitioned
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in Planning, budgeting, coordination, monitoring and evaluation of Dental Services.
- (b) Managing and accounting for the allocated resources.
- (c) Performing oral/dental surgery and ensuring proper management of patients.
- (d) Carrying out health education on dental and oral health.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment is secure, functional and well maintained.
- (g) Ensuring that staff adhere to professional Code of Conduct and Ethics.
- (h) Advising Management on Oral/Dental matters.
- (i) Initiating and carrying out research activities.
- (j) Imparting knowledge and skills to students and staff.

- (k) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must have a Bachelor of Dental Surgery or its equivalent from a recognized Institution.
- (b) Must have a Postgraduate qualification in a Health related discipline or management from a recognized University/Institution.
- (c) Must be registered with the Medical and Dental Practitioners Council.
- (d) Must have served for at least six (6) years as a Senior Dental Surgeon.



**JOB TITLE** : **SENIOR DENTAL SURGEON**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Dental Surgeon**  
**RESPONSIBLE FOR** : **Dental Surgeon**

**MAIN PURPOSE** : **To manage the delivery of effective and efficient oral/dental services in the hospital and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Oral/Dental services in the hospital carried out.
- (b) Accountability for financial and other resources done.
- (c) Health education to patients carried out.
- (d) Discipline enforced.
- (e) Staff performance appraisal done.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, directing, coordinating, monitoring and evaluating of Oral/Dental Services.
- (b) Managing and account for allocated resources.
- (c) Performing oral/dental surgery and ensuring proper management of patients.
- (d) Participating in ensuring that equipment is secure, functional and well maintained.
- (e) Carrying out health education on dental/oral health.
- (f) Participating in research activities.
- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (i) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (j) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Bachelor of Dental Surgery or its equivalent from a recognized University/Institution.
- (b) Must be registered with the Medical and Dental Practitioners Council.
- (c) Must have served for at least three (3) years as a Dental Surgeon.
- (d) Postgraduate training in Dentistry is an added advantage.

**JOB TITLE** : **DENTAL SURGEON**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Senior Dental surgeon**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To deliver effective and efficient Oral/Dental services in the hospital**

### **KEY OUTPUTS**

- (a) Diagnosis, treatment and proper management of patients carried out.
- (b) Accountability for financial and other resources produced.
- (c) Patients undergoing treatment reviewed.
- (d) Outreach Dental Services carried out.
- (e) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in diagnosis, treatment and proper management of patients.
- (b) Managing and accounting for allocated resources.
- (c) Reviewing and evaluating patients undergoing treatment.
- (d) Carrying out Oral/Dental Health education for patients and communities.
- (e) Imparting knowledge and skills to students and staff.
- (f) Participating in research activities.
- (g) Adhering to professional Code of Conduct and Ethics.
- (h) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Bachelor of Dental Surgery from a recognized University or Institution.
- (b) Must be registered with the Medical and Dental Practitioners Council.

## CHAPTER 2

## PHARMACISTS

**JOB TITLE** : **PRINCIPAL PHARMACIST**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U2**

**REPORTS TO** : **Medical Superintendent**

**RESPONSIBLE FOR** : **Senior Pharmacist**

**MAIN PURPOSE** : **To ensure quality preparation of medicines, and monitor efficacy of medicines in liaison with the National Drug Authority and ensure management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in Pharmacy Unit carried out.
- (b) Accountability for financial and other resources provided.
- (c) Quality preparation of medicine ensured.
- (d) Efficacy of drugs monitored.
- (e) Advice to Clinicians and other Health Professionals on prescriptions given.
- (f) National Formulary developed and reviewed.
- (g) Drug stock levels maintained.
- (h) Information on drug use and storage to patients and the communities disseminated.
- (i) Discipline in the Pharmacy Unit enforced.
- (j) Staff performance appraisal done.
- (k) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordinating, monitoring and evaluating of Pharmacy units.
- (b) Managing and accounting for allocated resources.
- (c) Ensuring quality preparation of medicine and infusion.
- (d) Liaising with National Drug Authority in ensuring that all medicines conform to the prescribed standards.
- (e) Ensuring availability of medicines and maintain stock levels and advise Clinicians and other Health Professionals on prescriptions.
- (f) Liaising with Ward management in ensuring that medicines are properly recorded and stored.

- (g) Participating in developing and reviewing a National Formulary.
- (h) Initiating and participate in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (k) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Bachelor of Pharmacy or its equivalent from a recognized University/Institution.
- (b) Must have a Postgraduate qualification in Pharmacy.
- (c) Must be registered with the Pharmacy Board.
- (d) Must have Annual Practicing Certificate.
- (e) Must have served for at least six (6) years as Senior Pharmacist.

**JOB TITLE** : **SENIOR PHARMACIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Pharmacist**  
**RESPONSIBLE FOR** : **Pharmacist**

**MAIN PURPOSE** : **To ensure quality preparation of medicines and monitor efficacy of drugs in liaison with the National Drug Authority and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Quality preparation of medicines ensured.
- (b) Accountability for financial and other resources produced.
- (c) Efficacy of medicines monitored.
- (d) Advice to Clinicians and other Health Professionals on prescriptions given.
- (e) Quality of medicines and infusion monitored and evaluated.
- (f) National Formulary developed and reviewed.
- (g) Drug stock levels maintained
- (h) Discipline enforced.
- (i) Information on medicine use and storage to patients and the communities disseminated.
- (j) Staff performance appraisal done.
- (k) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, monitoring and evaluation of Pharmacy Units and account for allocated resources.
- (b) Managing and accounting for allocated resources.
- (c) Ensuring availability of drugs, maintain stock levels and advise Clinicians and other Health Professionals on prescriptions.
- (d) Participating in preparations of medicines.
- (e) Liaising with National Drug Authority in ensuring that all medicines conform to prescribed standards.

- (f) Liaising with Ward Management to ensure that medicines are properly recorded and stored.
- (g) Advising patients and communities on proper use and storage of drugs.
- (h) Participating in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (k) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Bachelor of Pharmacy or its equivalent from a recognized University/Institution.
- (b) Must be registered with the Pharmacy Board (Council).
- (c) Must have Annual Practicing Certificate.
- (d) Must have served for at least three (3) years as a Health Worker.
- (e) Postgraduate training in Pharmacy is an added advantage.



<b>JOB TITLE</b>	:	<b>PHARMACIST</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U4</b>
<b>REPORTS TO</b>	:	<b>Senior Pharmacist</b>
<b>RESPONSIBLE FOR</b>	:	<b>-</b>
<b>MAIN PURPOSE</b>	:	<b>To ensure quality preparation of medicines and monitor efficacy of drugs in liaison with the National Drug Authority.</b>

### **KEY OUTPUTS**

- (a) Quality preparation of medicine ensured.
- (b) Accountability for financial and other resources produced.
- (c) Efficacy of drugs ensured.
- (d) Advice to Clinicians on prescriptions given.
- (e) National Formulary developed and reviewed.
- (f) Drug stock levels maintained.
- (g) Information on medicine use and storage to patients and the communities disseminated.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in quality preparation of medicines.
- (b) Managing and accounting for allocated resources.
- (c) Requisitioning and ensuring that supplies are available.
- (d) Advising and updating Clinicians and other Health Professionals on prescriptions.
- (e) Liaising with Ward Management in ensuring that medicines are properly recorded and stored.
- (f) Advising patients and communities on the proper use and storage of medicines.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Adhering to Professional Code of conduct and Ethics.
- (j) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Bachelor of Pharmacy or the equivalent from a recognized University/Institution.
- (b) Must be registered with the Pharmacy Board.
- (c) Must have an Annual Practicing Certificate.

## CHAPTER 3

# ALLIED HEALTH PROFESSIONALS

**JOB TITLE** : **PRINCIPAL PUBLIC HEALTH DENTAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Dental Surgeon**  
**RESPONSIBLE FOR** : **Senior Public Health Dental Officer**

**MAIN PURPOSE** : **To manage the delivery of effective and efficient oral/dental services in the unit and ensure management of the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for Dental activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Oral/Dental services in the unit carried out.
- (d) Complicated cases referred.
- (e) Health education to patients carried out.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, promoting and evaluating delivery of oral/dental services in the unit.
- (b) Managing and accounting for resources.
- (c) Participating in diagnosing, treatment and proper management of patients.
- (d) Referring complicated cases to the Dental Surgeon.
- (e) Ensuring that equipment and other supplies are available in the Units.
- (f) Carrying out dental and oral health education to patients and communities.
- (g) Initiating and participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.

- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports to Principal Dental Surgeon.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Public Health Dentistry or its equivalent from a recognized Institution.
- (b) Should have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which as Senior Public Health Dental Officer.

**JOB TITLE** : **SENIOR PUBLIC HEALTH DENTAL OFFICER**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U4**

**REPORTS TO** : **Principal Public Health Dental Assistant/Officer**

**RESPONSIBLE FOR** : **Public Health Dental Assistant/Officer**

**MAIN PURPOSE** : **To manage the delivery of effective and efficient Oral/Dental services in the unit and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Diagnosis, treatment and proper management of patients carried out.
- (b) Accountability for financial and other resources done.
- (c) Patients undergoing treatment reviewed and evaluated.
- (d) Complicated cases referred.
- (e) Outreach Oral/Dental Services carried out.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Diagnosing, treating and proper management of patients.
- (b) Participating in planning, directing, coordinating, budgeting, monitoring and evaluating the delivery of oral/dental services in the unit.
- (c) Managing and accounting for allocated resources.
- (d) Referring complicated cases to Dental Surgeon.
- (e) Reviewing and evaluating patients.
- (f) Carrying out Oral/Dental Health Education to patients and communities.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (j) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports to Principal Public Health Dental Officer.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Public Health Dentistry or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Public Health Dental Officer.

**JOB TITLE** : **PUBLIC HEALTH DENTAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Public Health Dental Officer/Assistant**  
**RESPONSIBLE FOR** : **Dental Attendant**

**MAIN PURPOSE** : **To deliver effective and efficient Oral/Dental services in the hospital.**

### **KEY OUTPUTS**

- (a) Diagnosis, treatment and proper management of patients carried out.
- (b) Accountability for financial and other resources produced.
- (c) Patients undergoing treatment reviewed and evaluated.
- (d) Complicated cases referred.
- (e) Outreach Dental Services carried out.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Diagnosing, treating and proper management of patients.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated cases to Senior Public Health Dental Officer.
- (d) Following safety measures against hazards.
- (e) Ensuring that equipment is functional and well maintained.
- (f) Requisitioning for necessary supplies for oral health activities.
- (g) Carrying out oral/dental education to patients and Community.
- (h) Participating in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Adhering to Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports to Senior Public Health Dental Officer.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Public Health Dentistry or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL DENTAL TECHNOLOGIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Dental Surgeon**  
**RESPONSIBLE FOR** : **Senior Dental Technologist**

**MAIN PURPOSE** : **To design and fabricate Dental Prosthetic appliances for patients and ensure management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Dental Technology activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Dental prosthetic appliances designed, fabricated and fitted.
- (d) Maintenance of prosthetic appliances carried out.
- (e) Health Education on management of prosthetic appliances carried out.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluation of Dental Technology services.
- (b) Managing and accounting for allocating resources.
- (c) Designing, fabricating and fitting prosthetic appliances for patients.
- (d) Ensuring that equipment is available for Dental Technology activities.
- (e) Carrying out health education on maintenance of fabricated prosthetic appliances.
- (f) Initiating and ensuring that research is carried out.
- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to professional Code of Conduct and Ethics.



- (i) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (j) Compiling and submitting periodic reports to Principal Dental Surgeon.

**PERSON SPECIFICATIONS**

- (a) Must have a Higher Diploma in Dental Technology or its equivalent from a recognized Institution.
- (b) Must have Diploma in Health Services management or its equivalent.
- (c) Must be registered with Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which must be at the level of Senior Dental Technologist.

**JOB TITLE** : **SENIOR DENTAL TECHNOLOGIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Dental Technologist**  
**RESPONSIBLE FOR** : **Dental Technologist**

**MAIN PURPOSE** : **To design and fabricate Dental Prosthetic appliances for patients and assist in management of the unit.**

#### **KEY OUTPUTS**

- (a) Dental prosthetic appliances designed, fabricated and fitted.
- (b) Accountability for financial and other resources done.
- (c) Maintenance of prosthetic appliances carried out.
- (d) Health Education on management of prosthetic appliances carried out.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in designing, fabricating and fitting prosthetic appliances.
- (b) Participating in planning, directing, coordinating, budgeting, monitoring and evaluating of Dental Technology services.
- (c) Managing and accounting for allocated resources.
- (d) Carrying out health education on maintenance of fabricated prosthetic appliances.
- (e) Participating in research activities.
- (f) Imparting knowledge and skills to students and staff.
- (g) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (h) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (i) Compiling and submitting periodic reports to Principal Dental Technologist.

## **PERSON SPECIFICATIONS**

- (a) Must have a Higher Diploma in Dental Technology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **DENTAL TECHNOLOGIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Dental Technologist**  
**RESPONSIBLE FOR** : **Dental Technician**

**MAIN PURPOSE** : **To design and fabricate Dental Prosthetic appliances for patients.**

#### **KEY OUTPUTS**

- (a) Accountability for financial and other resources produced.
- (b) Dental prosthetic appliances designed, fabricated and fitted.
- (c) Maintenance of prosthetic appliances carried out.
- (d) Health Education on management of prosthetic appliances done.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in designing, fabricating and fitting prosthetic appliances for patients.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated cases to Senior Dental Technologist.
- (d) Caring for and servicing equipment regularly.
- (e) Adhering to professional Code of Conduct and Ethics.
- (f) Carry out Health Education on maintenance of fabricated prosthetic appliances.
- (g) Participating in research activities.
- (h) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Higher Diploma in Dental Technology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **DENTAL TECHNICIAN**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U5**

**REPORTS TO** : **Dental Technologist**

**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To design and fabricate Dental Prosthetic appliances for patients.**

### **KEY OUTPUTS**

- (a) Accountability for financial and other resources produced.
- (b) Dental prosthetic appliances designed, fabricated and fitted.
- (c) Maintenance of prosthetic appliances carried out.
- (d) Health Education on management of prosthetic appliances carried out.
- (e) Periodic reports submitted.
- (f) Staff performance appraisal done.

### **KEY ACTIVITIES**

- (a) Participating in designing, fabricating and fitting appliances for patients.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated cases to Dental Technologist.
- (d) Carrying out health education on fabricated prosthetic appliances.
- (e) Caring for and service equipment regularly.
- (f) Adhering to Professional Code of Conduct and Ethics.
- (g) Participating in research activities.
- (h) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have an Ordinary Diploma in Dental Technology from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL DISPENSER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Pharmacist**  
**RESPONSIBLE FOR** : **Senior Dispenser**

**MAIN PURPOSE** : **To ensure quality preparations, safe storage, rational use of medicines, dispense medicine and ensure management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Dispensing activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Quality compounded medicines and infusions prepared.
- (d) Prescribed medicines dispensed.
- (e) Advice to Clinicians and other Health Professionals on prescriptions given.
- (f) Advice to patients and communities on proper use and storage of medicines given.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluating Dispensing Services in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Preparing quality medicines.
- (d) Dispensing medicines to patients according to prescriptions.
- (e) Advising Clinicians and other Health Professionals on prescriptions.
- (f) Advising patients and community on proper use and storage of medicines.
- (g) Requisitioning for essential supplies.
- (h) Ensuring safe disposal of pharmaceutical waste.
- (i) Ensuring that equipment is functional and well maintained.

- (j) Initiating and participating in research activities.
- (k) Imparting knowledge to students and staff.
- (l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Pharmacy or its equivalent from a recognized Institution.
- (b) Should have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as Health Worker, three of which at the level of Senior Dispenser.

**JOB TITLE** : **SENIOR DISPENSER**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U4**

**REPORTS TO** : **Principal Dispenser**

**RESPONSIBLE FOR** : **Dispenser**

**MAIN PURPOSE** : **To ensure quality preparation, safe storage, rational use of compounded medicines and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Quality medicines prepared.
- (b) Accountability for financial and other resources produced.
- (c) Prescribed medicines and medications dispensed.
- (d) Advice to Clinicians and other Health Professionals on prescriptions given.
- (e) Advice to patients and communities on proper use and storage of medicines given.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Preparing quality medicines.
- (b) Dispensing medicines to patients according to prescription.
- (c) Participating in planning, directing, coordinating, budgeting, monitoring and evaluating Dispensing Services in the hospital.
- (d) Managing and accounting for allocated resources.
- (e) Advising Clinicians and other Health Professionals on prescriptions.
- (f) Advising patients and community on proper use and storage of medicines.
- (g) Ensuring that equipment is functional and well maintained.
- (h) Participating in research activities.
- (i) Imparting knowledge to students and staff.
- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.



- (k) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting reports.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Pharmacy or its equivalent from a recognized Institution.
- (b) Must be registered with Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **DISPENSER**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U5**

**REPORTS TO** : **Senior Dispenser**

**RESPONSIBLE FOR** : **Pharmacy Attendant**

**MAIN PURPOSE** : **To ensure quality preparation of medicines and dispense medicine to patients.**

### **KEY OUTPUTS**

- (a) Quality medicines prepared.
- (b) Accountability for financial and other resources produced.
- (c) Prescribed medicines dispensed.
- (d) Advice to Clinicians and other Health Professionals on prescriptions given.
- (e) Advice to patients and communities on proper use and storage of medicines given.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Preparing quality medicines.
- (b) Dispensing medicines according to prescriptions.
- (c) Managing and accounting for allocated resources.
- (d) Advising Clinicians and other Health Professionals on prescriptions.
- (e) Advising patients and attendants on proper use and storage of medicines.
- (f) Carrying out regular equipment servicing and ensure they are functional.
- (g) Entering into the Registry all medicines given to patients.
- (h) Participating in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Adhering to Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Pharmacy or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL LABORATORY TECHNOLOGIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Laboratory Technologist**

**MAIN PURPOSE** : **To manage the laboratory and carry out specialised analysis for disease diagnosis, treatment, prevention, control and research.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in the Laboratory carried out.
- (b) Accountability for financial and other resources produced.
- (c) Advice to Clinical staff on proper collection, handling, and transportation of specimens given.
- (d) Laboratory investigations done and results interpreted.
- (e) Laboratory test results and treatment harmonized.
- (f) Quality assurance in the Laboratory ensured.
- (g) Laboratory data compiled and stored.
- (h) Discipline enforced.
- (i) Staff performance appraisal done.
- (j) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordinating, monitoring and evaluating of Laboratory services in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with Ward management in the preparation of patients for Laboratory tests.
- (d) Participating in investigation of disease outbreaks.
- (e) Ensuring proper collection, handling and transportation of specimens to the Laboratory.
- (f) Carrying out Laboratory analysis, interpret results and submit reports to Clinicians.
- (g) Requisitioning for essential equipment and supplies.
- (h) Ensuring equipment is secure, functional and well maintained.

- (i) Instituting and coordinating quality assurance for Laboratories.
- (j) Ensuring safety measures against hazards.
- (k) Initiating and participating in research.
- (l) Imparting knowledge and skills to students and staff.
- (m) Ensuring that staff adhere to Code of Conduct and Ethics.
- (n) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (o) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a University Diploma in Medical Laboratory Technology or its equivalent from a recognized Institution.
- (b) Should have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Should have served for at least six (6) years as a Health Worker, three of which must be at the level of Senior Laboratory Technologist.

**JOB TITLE** : **SENIOR LABORATORY TECHNOLOGIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Laboratory Technologist**  
**RESPONSIBLE FOR** : **Laboratory Technologist**

**MAIN PURPOSE** : **To assist in management of the laboratory and carry out specialised analysis for disease diagnosis, treatment, prevention, control and research.**

### **KEY OUTPUTS**

- (a) Advice to Clinical staff on proper collection, handling and transportation of specimen given.
- (b) Laboratory investigations done and results interpreted.
- (c) Accountability for financial and other resources produced.
- (d) Laboratory test results and treatment harmonized.
- (e) Quality assurance in the Laboratory observed.
- (f) Laboratory data compiled and stored.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in proper collection, handling and transportation of specimens to the Laboratory.
- (b) Carrying out investigations of disease outbreaks.
- (c) Carrying out Laboratory analysis, interpret results and submit reports to Clinicians.
- (d) Participating in planning, directing, budgeting, coordinating, monitoring and evaluating laboratory services in the hospital.
- (e) Managing and accounting for allocated resources.
- (f) Liaising with Ward management in the preparation of patients for Laboratory test.
- (g) Requisitioning for equipment and other supplies.
- (h) Ensuring that equipment is secure, functional and well maintained.
- (i) Ensuring safety measures against hazards.

- (j) Participating in quality assurance for Laboratories.
- (k) Participating in research.
- (l) Imparting knowledge and skills to students and staff.
- (m) Ensuring that staff adhere to Code of Conduct and Ethics.
- (n) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (o) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a University Diploma in Medical Laboratory Technology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Should have served for at least three (3) years as a Health Worker.

<b>JOB TITLE</b>	:	<b>LABORATORY TECHNOLOGIST</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U5</b>
<b>REPORTS TO</b>	:	<b>Senior Laboratory Technologist</b>
<b>RESPONSIBLE FOR</b>	:	<b>-</b>
<b>MAIN PURPOSE</b>	:	<b>To carry out specialised laboratory analysis for disease diagnosis, treatment, prevention, control and research.</b>

#### **KEY OUTPUTS**

- (a) Laboratory investigations and results interpreted.
- (b) Laboratory test results and treatment harmonized.
- (c) Accountability for financial and other resources produced.
- (d) Advice to Clinical staff on proper collection, handling and transportation of specimen given.
- (e) Quality assurance in the Laboratory observed.
- (f) Laboratory data compiled and stored.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Collecting, handling and transporting specimens to the Laboratory.
- (b) Preparing standards and reagents according to established procedures.
- (c) Carrying out Laboratory investigations and submit reports to Clinicians.
- (d) Managing and accounting for allocated resources.
- (e) Liaising with ward management in the preparation of patients for Laboratory test.
- (f) Requisitioning necessary supplies for Laboratory work.
- (g) Servicing Laboratory equipment and maintain inventory.
- (h) Following safety measures against hazards.
- (i) Participating in quality assurance for Laboratories.
- (j) Participating in research activities.
- (k) Adhering to Code of Conduct and Ethics.
- (l) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a University Diploma in Medical Laboratory Technology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL LABORATORY TECHNICIAN**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer**  
**RESPONSIBLE FOR** : **Senior Laboratory Technician**

**MAIN PURPOSE** : **To carry out generalised laboratory examination for disease diagnosis, treatment, prevention, control and manage the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for laboratory services carried out.
- (b) Accountability for financial and other resources produced.
- (c) Advice to Clinical staff on proper collection, handling and transportation of specimen given.
- (d) Laboratory investigations done and results interpreted.
- (e) Laboratory test result and treatment harmonized.
- (f) Quality assurance in the Laboratory ensured.
- (g) Laboratory data compiled and stored.
- (h) Discipline enforced.
- (i) Staff performance appraisal done.
- (j) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluating delivery of laboratory services in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with Ward management in the preparation of patients for Laboratory test.
- (d) Ensuring proper collection, handling and transportation of specimens to the Laboratory.
- (e) Carrying out Laboratory analysis, interpret results and submit reports to Clinicians.
- (f) Requisitioning for essential equipment and supplies.
- (g) Ensuring equipment is secure, functional and well maintained.
- (h) Ensuring safety measures against hazards.



- (i) Instituting and coordinating quality assurance in laboratory.
- (j) Initiating and participating in research activities.
- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to Professional Code of conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent from a recognized institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which should be at senior Laboratory Technician level.

**JOB TITLE** : **SENIOR LABORATORY TECHNICIAN**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U4**

**REPORTS TO** : **Principal Laboratory Technician**

**RESPONSIBLE FOR** : **Laboratory Technician**

**MAIN PURPOSE** : **To carry out generalised laboratory examination for disease diagnosis, treatment, prevention and control, and assist in the management of the unit.**

### **KEY OUTPUTS**

- (a) Laboratory test results and treatment harmonized.
- (b) Quality assurance in the Laboratory observed.
- (c) Advice to Clinical staff on proper collection, handling and transportation of specimen given.
- (d) Laboratory investigations done and results interpreted.
- (e) Accountability for financial and other resources produced.
- (f) Laboratory data compiled and stored.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, coordinating, monitoring and evaluating laboratory services in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with Ward management in the preparation of patients for Laboratory test.
- (d) Participating in proper collection, handling and transportation of specimens to the Laboratory.
- (e) Carrying out Laboratory analysis, interpret results and submit reports to Clinicians.
- (f) Requisitioning for equipment and other supplies.
- (g) Ensuring that equipment is secure and well maintained.
- (h) Participating in quality assurance for Laboratories.
- (i) Ensuring safety measures against hazards.

- (j) Participating in research.
- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **LABORATORY TECHNICIAN**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Laboratory Technician**  
**RESPONSIBLE FOR** : **Senior Laboratory Assistant**

**MAIN PURPOSE** : **To carry out generalised laboratory examination for disease diagnosis, treatment, prevention and control.**

### **KEY OUTPUTS**

- (a) Accountability for financial and other resources produced.
- (b) Laboratory test results and treatment harmonized.
- (c) Laboratory investigations done and results interpreted.
- (d) Advising clinical staff on proper collection, handling and transportation of specimen given.
- (e) Quality assurance in the Laboratory observed.
- (f) Laboratory data compiled and stored.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Managing and accounting for financial and other resources.
- (b) Liaising with Ward management in the preparation of patients for Laboratory test.
- (c) Participating in proper collection, handling and transportation of specimens to the Laboratory.
- (d) Carrying out Laboratory analysis, interpret results and submit reports to Clinicians.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment is functional and well maintained.
- (g) Ensuring safety measures against hazards.
- (h) Participating in quality assurance for Laboratories.
- (i) Participating in research activities.
- (j) Adhering to Professional Code of Conduct and Ethics.

### **PERSON SPECIFICATIONS**

- (a) Must have National Diploma in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **SENIOR LABORATORY ASSISTANT**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U6**

**REPORTS TO** : **Laboratory Technician**

**RESPONSIBLE FOR** : **Laboratory Assistant**

**MAIN PURPOSE** : **To carry out basic laboratory tests for diagnosis of Diseases.**

### **KEY OUTPUTS**

- (a) Laboratory reagents and stains prepared.
- (b) Laboratory tests done and results submitted.
- (c) Accountability for financial and other resources produced.
- (d) Quality assurance for laboratories observed.
- (e) Equipment regularly serviced.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Preparing laboratory reagents, stains for routine investigations.
- (b) Carrying out basic laboratory test and submit reports to Clinicians.
- (c) Managing and accounting for allocated resources.
- (d) Participating in quality assurance for laboratories.
- (e) Servicing equipment regularly.
- (f) Following safety measures against hazards.
- (g) Requisitioning necessary supplies for laboratory work and keeping record of stock.
- (h) Adhering to Code of Conduct and Ethics.
- (i) Participating in research activities.
- (j) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- (b) Must be licensed by the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as Health Worker.

**JOB TITLE** : **LABORATORY ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U7**  
**REPORTS TO** : **Senior Laboratory Assistant**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To carry out basic laboratory tests for diagnosis of diseases.**

#### **KEY OUTPUTS**

- (a) Laboratory reagents and stains prepared.
- (b) Laboratory tests done and results submitted.
- (c) Accountability for financial and other resources produced.
- (d) Quality assurance for laboratories observed.
- (e) Equipment regularly serviced.
- (f) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Preparing laboratory reagents, stains for routine investigations.
- (b) Carrying out basic laboratory tests and submit reports to Clinicians.
- (c) Managing and accounting for allocated resources.
- (d) Participating in quality assurance for laboratories.
- (e) Servicing equipment regularly.
- (f) Following safety measures against hazards.
- (g) Requisitioning necessary supplies for laboratory work and keeping record of stock.
- (h) Adhering to Code of Conduct and Ethics.
- (i) Participating in research activities.
- (j) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Certificate in Medical Laboratory Techniques or its equivalent from a recognized Institution.
- (b) Must be licensed by the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL ORTHOPAEDIC OFFICER**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U3**

**REPORTS TO** : **Principal Medical Officer**

**RESPONSIBLE FOR** : **Senior Orthopaedic Officer**

**MAIN PURPOSE** : **To be part of the team that manages injuries, diseases of bones, muscles, nerves and ensure management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Orthopaedic activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Clinical work and management of patients done.
- (d) Pre and post-operative care carried out.
- (e) Patients needing appliances identified.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluating for Orthopaedic activities in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Participating in Clinical work and ensure proper management of patients.
- (d) Liaising with Ward/Theatre in pre-operative, operative and post-operative patient care.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment is functional and well maintained.
- (g) Initiating and participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Orthopaedics or its equivalent from a recognized Institution.
- (b) Should have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for six (6) years as a Health Worker, three of which should be at the level of Senior Orthopaedic Officer.



**JOB TITLE** : **SENIOR ORTHOPAEDIC OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Orthopaedic Officer**  
**RESPONSIBLE FOR** : **Orthopaedic Officer**

**MAIN PURPOSE** : **To be part of the team that manages the injuries and diseases of bones, muscles nerves and assist in the management of the unit.**

#### **KEY OUTPUTS**

- (a) Clinical work and management of patients done.
- (b) Pre and post-operative care done.
- (c) Accountability for financial and other resources produced.
- (d) Patients needing appliances identified.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in Clinical work and ensure proper management of patients.
- (b) Liaising with Ward/Theatre in pre-operative, operative and post-operative patient care.
- (c) Participating in planning, directing, budgeting, coordination, monitoring and evaluating Orthopaedic activities in the hospital.
- (d) Managing and accounting for allocated resources.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment is functional and well maintained.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Orthopaedics or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have worked for at least three (3) years as a Health Worker.

<b>JOB TITLE</b>	:	<b>ORTHOPAEDIC OFFICER</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U5</b>
<b>REPORTS TO</b>	:	<b>Senior Orthopaedic Officer</b>
<b>RESPONSIBLE FOR</b>	:	<b>-</b>
<b>MAIN PURPOSE</b>	:	<b>To be part of the team that manages the injuries and diseases of bones, muscles and nerves.</b>

### **KEY OUTPUTS**

- (a) Clinical work and management of patients done.
- (b) Pre and post-operative care done.
- (c) Accountability for financial and other resources produced.
- (d) Patients needing appliances identified.
- (e) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in clinical work and ensuring proper management of patients.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated cases to Senior Orthopaedic Officer.
- (d) Caring for and servicing orthopaedic equipment regularly.
- (e) Participating in research activities.
- (f) Adhering to Professional Code of Conduct and Ethics.
- (g) Compiling reports and submitting to Senior Orthopaedic Officer.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Orthopaedics or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL ORTHOPAEDIC TECHNICIAN**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer**  
**RESPONSIBLE FOR** : **Senior Orthopaedic Technician**

**MAIN PURPOSE** : **To fabricate appliances for restoration of body function and ensure management of the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in Orthopaedic Workshop carried out.
- (b) Accountability for financial and other resources produced.
- (c) Appliances fabricated.
- (d) Patient's body function restored.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordination, monitoring and evaluating of orthopaedic technology activities in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Ensuring that artificial appliances are fabricated.
- (d) Ensuring the equipment and other supplies are available.
- (e) Ensuring that equipment is secure, functional and well maintained.
- (f) Initiating and participating in research activities.
- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (i) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (j) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Orthopaedic Technology or its equivalent from a recognized Institution.
- (b) Should have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have worked for at least six (6) years as a Health Worker, three of which should be at senior Orthopaedic Technician level.

**JOB TITLE** : **SENIOR ORTHOPAEDIC TECHNICIAN**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Orthopaedic Technician**  
**RESPONSIBLE FOR** : **Orthopaedic Technician**

**MAIN PURPOSE** : **To fabricate appliances for restoration of body function and assist in management of the unit.**

#### **KEY OUTPUTS**

- (a) Appliances fabricated.
- (b) Patient's body function restored.
- (c) Accountability for financial and other resources produced.
- (d) Discipline enforced.
- (e) Staff performance appraisal done.
- (f) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Fabricating appliances for patients.
- (b) Participating in planning, directing, budgeting, coordination, monitoring and evaluating orthopaedic technology services in the hospital.
- (c) Managing and accounting for allocated resources.
- (d) Ensuring that equipment and other supplies are available.
- (e) Ensuring that equipment is secure, functional and well maintained.
- (f) Participating in research activities.
- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (i) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (j) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Orthopaedic Technology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **ORTHOPAEDIC TECHNICIAN**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Orthopaedic Technician**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To fabricate appliances for restoration of body function.**

#### **KEY OUTPUTS**

- (a) Appliances fabricated.
- (b) Patient's body function restored.
- (c) Accountability for financial and other resources produced.
- (d) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in fabricating appliances to restore body function.
- (b) Managing and accounting for allocated resources.
- (c) Requisitioning necessary supplies for Orthopaedic Workshop.
- (d) Caring for and servicing equipment regularly.
- (e) Participating in research activities.
- (f) Adhering to Professional Code of Conduct and Ethics.
- (g) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Orthopaedic Technology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.



**JOB TITLE** : **PRINCIPAL OPHTHALMIC CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Ophthalmic Clinical Officer**

**MAIN PURPOSE** : **To diagnose, treat and manage patients with eye conditions and ensure management of the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for activities for clinical ophthalmology carried out.
- (b) Accountability for financial and other resources produced.
- (c) Patients with eye conditions diagnosed, treated and managed.
- (d) Complicated cases referred.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordination, monitoring and evaluating of ophthalmic activities in the unit.
- (b) Managing and accounting for allocated resources.
- (c) Participating in diagnosing, treating and managing of patients with eye diseases.
- (d) Referring complicated eye conditions to Ophthalmologist.
- (e) Liaising with Ward/Theatre pre-operative, operative and post-operative patient care.
- (f) Requisitioning for equipment and other supplies for ophthalmic work.
- (g) Ensuring that equipment is secure, functional and well maintained.
- (h) Ensuring proper management of static and mobile eye units.
- (i) Initiating and participating in research activities.
- (j) Imparting knowledge and skills to students and staff.
- (k) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (l) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (m) Compiling and submitting periodic reports to the Principal Medical Officer/Medical Superintendent.

**PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or a registered Nurse/Midwife.
- (b) Must have a Diploma in Ophthalmology or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have worked for at least six (6) years as a Health Worker, three of which should be in Clinical Ophthalmology.

**JOB TITLE** : **SENIOR OPHTHALMIC CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Ophthalmic Clinical Officer**  
**RESPONSIBLE FOR** : **Ophthalmic Clinical Officer**

**MAIN PURPOSE** : **To diagnose, treat and manage patients with eye conditions and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Patients with eye diseases diagnosed, treated and managed.
- (b) Complicated conditions referred.
- (c) Accountability for financial and other resources produced.
- (d) Discipline enforced.
- (e) Staff performance appraisal done.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in diagnosing, treating and managing of patients with eye diseases.
- (b) Participating in planning, directing, budgeting, coordinating, monitoring and evaluating of ophthalmic activities in the unit.
- (c) Managing and accounting for allocated resources.
- (d) Referring complicated cases to Ophthalmologist.
- (e) Liaising with ward/theatre in pre-operative, operative and post-operative patient care.
- (f) Requisitioning for equipment and necessary supplies.
- (g) Ensuring that equipment is secure, functional and well maintained.
- (h) Participating in management of static and mobile eye units.
- (i) Participating in research activities.
- (j) Imparting knowledge and skills to students and staff.
- (k) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (l) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (m) Compiling and submitting periodic reports to Senior Ophthalmic Clinical Officer.

**PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or Registered Nurse/Midwife.
- (b) Must have a Diploma in Ophthalmology or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for three (3) years in Clinical Ophthalmology.

**JOB TITLE** : **OPHTHALMIC CLINICAL OFFICER**  
**DEPARTMENT** : **HEALTH**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Ophthalmic Clinical Officer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To diagnose, treat and manage patients with eye conditions.**

#### **KEY OUTPUTS**

- (a) Patients with eye conditions diagnosed, treated and managed.
- (b) Patients with complicated conditions referred.
- (c) Accountability for financial and other resources produced.
- (d) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in diagnosing, treating and managing patients with eye conditions.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated eye conditions to Senior Ophthalmic Clinical Officer.
- (d) Assisting in management of static and mobile eye units.
- (e) Carrying out equipment maintenance and ensure they are functional and secure.
- (f) Participating in research activities.
- (g) Adhering to Professional Code of Conduct and Ethics.
- (h) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or a Registered Nurse/Midwife.
- (b) Must have a Diploma in Ophthalmology or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL ANAESTHETIC OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical superintendent**  
**RESPONSIBLE FOR** : **Senior Anaesthetic Officer**

**MAIN PURPOSE** : **To administer Anaesthesia and ensure proper management of patients and the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Anaesthetic activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Preparation of patients before anaesthesia done.
- (d) Patients anaesthetised and managed.
- (e) Post-operative management carried out.
- (f) Emergency resuscitation done.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordination, monitoring and evaluation of Anaesthetic activities in the unit.
- (b) Accountability for financial and other resources produced.
- (c) Preparing patients for anaesthesia.
- (d) Administering anaesthesia to patients.
- (e) Managing post operative patients.
- (f) Participating in the resuscitation of patients.
- (g) Supervising and coordinating anaesthetic services in the hospital.
- (h) Imparting knowledge and skills to students and staff.
- (i) Requisitioning for equipment and other supplies.
- (j) Ensuring that equipment is secure, functional and well maintained.

- (k) Initiating and participating in research activities.
- (l) Imparting knowledge and skills to students and staff.
- (m) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (n) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (o) Compiling and submitting reports.

#### **PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or Registered Nurse/Midwife.
- (b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which should be in Anaesthesia.

**JOB TITLE** : **SENIOR ANAESTHETIC OFFICER**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U4**

**REPORTS TO** : **Principal Anaesthetic Officer**

**RESPONSIBLE FOR** : **Anaesthetic Officer**

**MAIN PURPOSE** : **To administer Anaesthesia and ensure proper management of patients and assist in the management of the unit.**

### **KEY OUTPUTS**

- (a) Preparation of patients before anaesthesia done.
- (b) Patients anaesthised and managed.
- (c) Post-operative management carried out
- (d) Emergency resuscitation done.
- (e) Accountability for financial and other resources produced.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Preparing patients for anaesthesia.
- (b) Administering anaesthesia to patients.
- (c) Managing post-operative patients.
- (d) Participating in the resuscitation of patients.
- (e) Participating in planning, directing, budgeting, coordination, monitoring and evaluation of Anaesthetic activities in the unit.
- (f) Managing and accounting for allocated resources.
- (g) Supervising and coordinating anaesthetic services in the hospital.
- (h) Requisitioning for equipment and other supplies.
- (i) Ensuring that equipment is functional and well maintained.
- (j) Initiating and participating in research activities.



- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting reports.

#### **PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or a Registered Nurse/Midwife.
- (b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least three (3) years in Anaesthesia.

**JOB TITLE** : **ANAESTHETIC OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Anaesthetic Officer**  
**RESPONSIBLE FOR** : **Anaesthetic Assistant**

**MAIN PURPOSE** : **To administer Anaesthesia and ensure proper management of patients.**

### **KEY OUTPUTS**

- (a) Preparation of patients before anaesthesia done.
- (b) Patients anaesthised and managed.
- (c) Post-operative management carried out.
- (d) Emergency resuscitation done.
- (e) Accountability for financial and other resources produced
- (f) Periodic report submitted.

### **KEY ACTIVITIES**

- (a) Preparing patients for anaesthesia.
- (b) Administering anaesthesia to patients.
- (c) Managing post-operative patients.
- (d) Participating in resuscitation of patients.
- (e) Managing and accounting for allocated resources.
- (f) Servicing and maintaining equipment.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Adhering to Professional Code of Conduct and Ethics.
- (j) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must be a trained Clinical Officer or Registered Nurse/Midwife.
- (b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL PSYCHIATRIC CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical superintendent**  
**RESPONSIBLE FOR** : **Senior Psychiatric Clinical Officer**

**MAIN PURPOSE** : **To diagnose, treat and manage patients with mental illness and ensure management of the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in psychiatry clinic/unit.
- (b) Accountability for financial and other resources produced.
- (c) Patients with mental illness diagnosed, treated and managed.
- (d) Complicated cases referred.
- (e) Protection of patients, relatives and staff ensured.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordinating, monitoring and evaluating Psychiatric activities.
- (b) Managing and accounting for allocated resources.
- (c) Diagnosing, treating and managing patients with mental illness.
- (d) Referring complicated cases to Psychiatrist.
- (e) Ensuring maximum protection of patients, relatives and staff.
- (f) Ensuring community sensitization about mental health.
- (g) Initiating and participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting reports.

## PERSON SPECIFICATIONS

- (a) Must have a Diploma in Mental Health or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years in Psychiatry, three of which should be as Senior Psychiatric Clinical Officer.

**JOB TITLE** : **SENIOR PSYCHIATRIC CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Psychiatric Clinical Officer**  
**RESPONSIBLE FOR** : **Psychiatric Clinical Officer**

**MAIN PURPOSE** : **To diagnose, treat and manage patients with mental illness and assist in management of the unit.**

#### **KEY OUTPUTS**

- (a) Patients with mental illnesses diagnosed, treated and managed.
- (b) Complicated cases referred.
- (c) Accountability for financial and other resources produced.
- (d) Protection of patients, relatives and staff ensured.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Diagnosing, treating and managing patients with mental illness.
- (b) Participating in planning, directing, budgeting, coordinating, monitoring and evaluating psychiatric activities.
- (c) Managing and accounting for allocated resources.
- (d) Referring complicated cases to Psychiatrist.
- (e) Ensuring maximum protection of patients, relatives and staff.
- (f) Ensuring community sensitization about mental health.
- (g) Initiating and participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (j) Carry out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Mental Health or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **PSYCHIATRIC CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Psychiatric Clinical Officer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To diagnose, treat and manage patients with mental illness.**

#### **KEY OUTPUTS**

- (a) Patients with mental illness diagnosed, treated and managed.
- (b) Complicated cases referred.
- (c) Protection of patients, relatives and staff ensured.
- (d) Accountability for financial and other resources produced.
- (e) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Diagnosing, treating and managing patients with mental illness.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated cases to Senior Psychiatric Clinical Officer.
- (d) Participating in the protection of patients, relatives and staff.
- (e) Participating in community sensitization about mental health.
- (f) Participating in research activities.
- (g) Adhering to Professional Code of Conduct and Ethics.
- (h) Compiling and Submitting reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Mental Health from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer**  
**RESPONSIBLE FOR** : **Senior Clinical Officer**

**MAIN PURPOSE** : **To diagnose, treat, and manage patients and ensure proper management of the Health Unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in clinical work carried out.
- (b) Accountability for financial and other resources produced.
- (c) Patients diagnosed, treated and managed.
- (d) Complicated cases referred.
- (e) Quality assurance in clinical work ensured.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordination, monitoring and evaluation of Clinical work
- (b) Managing and accounting for allocated resources.
- (c) Diagnosing, treating and managing patients.
- (d) Referring complicated cases.
- (e) Conducting health education to patients.
- (f) Ensuring quality assurance in Clinical work.
- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (i) Initiating and participating in research activities.
- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.



## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent from a recognized Institution.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Should have served for at least six (6) years as a Health Worker, three of which should be at the level of Senior Clinical Officer.

**JOB TITLE** : **SENIOR CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Clinical Officer**  
**RESPONSIBLE FOR** : **Clinical Officer**

**MAIN PURPOSE** : **To diagnose, treat and manage patients and assist in the management of the Health Unit.**

### **KEY OUTPUTS**

- (a) Patients diagnosed, treated and managed.
- (b) Complicated cases referred.
- (c) Quality assurance in clinical work ensured.
- (d) Accountability for financial and other resources produced.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Diagnosing, treating and managing patients.
- (b) Participating in planning, directing, budgeting, coordination, monitoring and evaluation of clinical work.
- (c) Managing and accounting for allocated resources.
- (d) Referring complicated cases.
- (e) Conducting health education to patients.
- (f) Ensuring quality assurance in clinical work.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to the students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **CLINICAL OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Clinical Officer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To diagnose, treat, and manage patients and the Health Unit.**

#### **KEY OUTPUTS**

- (a) Patients diagnosed and treated.
- (b) Complicated cases referred.
- (c) Accountability for financial and other resources produced.
- (d) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Diagnosing, treating and managing patients.
- (b) Managing and accounting for allocated resources.
- (c) Referring complicated cases.
- (d) Conducting health education to patients.
- (e) Participating in research activities.
- (f) Adhering to the Professional Code of Conduct and Ethics.
- (g) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Clinical Medicine and Community Health or its equivalent from recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL RADIOGRAPHER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Radiographer**

**MAIN PURPOSE** : **To carry out radiographic imaging for diagnosis, treatment and management of patients and ensure proper management of the unit.**

### **KEY OUT PUTS**

- (a) Planning and budgeting for activities in Radiography carried out.
- (b) Accountability for financial and other resources produced.
- (c) Patients for radiographic imaging prepared.
- (d) Radiographic imaging carried out and reports submitted to Clinicians.
- (e) Quality of radiographic imaging ensured.
- (f) Protection against radiation and radioactive materials ensured.
- (g) Patients needing specialised imaging referred.
- (h) Discipline enforced.
- (i) Staff performance appraisal done.
- (j) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordination, monitoring and evaluation of radiography activities.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with Ward management in the preparation of patients for radiographic investigation and treatment.
- (d) Ensuring that patients and staff are protected from radiation and radioactive materials.
- (e) Carrying out radiographic imaging and submit reports to Clinician.
- (f) Requisitioning for equipment and necessary supplies.
- (g) Ensuring that equipment is secure, functional and well maintained..
- (h) Referring cases requiring specialised imaging to Radiologist.

- (i) Ensuring that processed films conform to set standards.
- (j) Initiating and participating in research activities.
- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Radiography or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which should be at Senior Radiographer level.

**JOB TITLE** : **SENIOR RADIOGRAPHER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Radiographer**  
**RESPONSIBLE FOR** : **Radiographer**

**MAIN PURPOSE** : **To carry out Radiographic imaging for diagnosis, treatment and management of patients and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Patients for Radiographic imaging prepared.
- (b) Radiographic imaging carried out and reports submitted to Clinician.
- (c) Quality assurance in radiographic imaging ensured.
- (d) Patients needing specialised imaging referred.
- (e) Accountability for financial and other resources produced.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Liaising with Ward management in the preparation of patients for radiographic imaging.
- (b) Ensuring patients and staff are protected from radiation and radioactive materials.
- (c) Carrying out radiography imaging and submit reports to Clinicians.
- (d) Participating in planning, directing, budgeting, coordinating, monitoring and evaluation of Radiographic activities.
- (e) Managing and accounting for allocated resources.
- (f) Requisitioning for equipment and necessary supplies.
- (g) Ensuring that equipment is secure, functional and well maintained.
- (h) Referring cases needing specialised imaging to the Radiologist.
- (i) Ensuring that processed films conform to set standards.
- (j) Participating in research activities.

- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Radiography or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.



<b>JOB TITLE</b>	:	<b>RADIOGRAPHER</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U5</b>
<b>REPORTS TO</b>	:	<b>Senior Radiographer</b>
<b>RESPONSIBLE FOR</b>	:	<b>Darkroom Attendant</b>
<b>MAIN PURPOSE</b>	:	<b>To carry out radiographic imaging for diagnosis, treatment and management of patients.</b>

#### **KEY OUTPUTS**

- (a) Patients for radiographic imaging prepared.
- (b) Radiographic imaging carried out and reports submitted to Clinician.
- (c) Quality of radiographic imaging ensured.
- (d) Protection against radiation and radioactive materials ensured.
- (e) Patients needing specialized imaging referred.
- (f) Accountability for financial and other resources produced.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Liaising with Ward managers in the preparation of patients for radiographic investigation and treatment.
- (b) Ensuring that patients are protected from radiation and radioactive materials.
- (c) Carrying out radiographic imaging and submit reports to Clinician.
- (d) Managing and accounting for allocated resources.
- (e) Ensuring that processed films conform to set standards.
- (f) Referring cases needing specialised imaging to the Senior Radiographer.
- (g) Ensuring that equipment is secure, functional and well maintained.
- (h) Requisitioning for equipment and necessary supplies for radiographic activities.
- (i) Participating in research activities.
- (j) Adhering to Professional Code of Conduct and Ethics.
- (k) Compiling and submitting reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Radiography or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL PHYSIOTHERAPIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Physiotherapist**

**MAIN PURPOSE** : **To carry out rehabilitative activities to restore impaired body parts and ensure proper management of the unit.**

### **KEY OUT PUTS**

- (a) Planning and budgeting for activities in Physiotherapy carried out.
- (b) Accountability for financial and other resources produced.
- (c) Rehabilitative activities carried out.
- (d) Advice on specifications for Physiotherapy appliances tendered.
- (e) Patients trained in the use of physiotherapy methods.
- (f) Outreach physiotherapy services provided.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordination, monitoring and evaluation of physiotherapy activities in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Providing rehabilitative services to patients.
- (d) Advising on specifications for physiotherapy appliances.
- (e) Training patients on the use of physiotherapy methods and appliances.
- (f) Organizing and conducting physiotherapy outreach services.
- (g) Requisitioning for equipment and other supplies in the unit.
- (h) Ensuring quality assurance in physiotherapy services.
- (i) Ensuring that equipment is secure functional and well maintained.
- (j) Initiating and participating in research activities.

- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Physiotherapy or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which should be at Senior Physiotherapist level.

**JOB TITLE** : **SENIOR PHYSIOTHERAPIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Physiotherapist**  
**RESPONSIBLE FOR** : **Physiotherapist**

**MAIN PURPOSE** : **To carry out rehabilitative activities to restore function of impaired body parts and assist in the management of the unit.**

### **KEY OUTPUTS**

- (a) Rehabilitative activities carried out.
- (b) Advice on specifications for physiotherapy appliances tendered.
- (c) Patients trained in the application of physiotherapy methods.
- (d) Outreach physiotherapy done.
- (e) Accountability for financial and other resources produced.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Providing rehabilitative services to patients.
- (b) Advising on specifications for physiotherapy appliances.
- (c) Training patients on the use of physiotherapy methods and appliances.
- (d) Participating in planning, budgeting, coordination, monitoring and evaluation of physiotherapy activities.
- (e) Managing and accounting for allocated resources.
- (f) Organizing and conduct physiotherapy outreach services.
- (g) Requisitioning for equipment and other supplies in the unit.
- (h) Ensuring quality assurance in physiotherapy services.
- (i) Ensuring physiotherapy equipment is secure, functional and well maintained.
- (j) Initiating and participating in research activities.

- (k) Imparting knowledge and skills to students and staff.
- (l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (m) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (n) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Physiotherapy or equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **PHYSIOTHERAPIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Physiotherapist**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To carry out rehabilitative activities to restore impaired body parts.**

### **KEY OUTPUTS**

- (a) Rehabilitative activities carried out.
- (b) Advice on specifications for physiotherapy appliances tendered.
- (c) Patients trained in the use of physiotherapy methods and appliances.
- (d) Outreach physiotherapy services provided.
- (e) Accountability for financial and other resources produced.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Providing rehabilitative services to patients.
- (b) Advising on specifications for physiotherapy appliances.
- (c) Training patients on the use of physiotherapy methods and appliances.
- (d) Managing and accounting for allocated resources.
- (e) Organizing and conducting physiotherapy and outreach services.
- (f) Requisitioning for equipment and other supplies for use in the Unit.
- (g) Ensuring that equipment is functional and well maintained.
- (h) Ensuring quality assurance in physiotherapy services.
- (i) Adhering to Professional Code of Conduct and Ethics.
- (j) Participating in research activities.
- (k) Compiling and submitting reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Physiotherapy or its equivalent from a recognized Institution.
- (b) Must be registered with Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL OCCUPATIONAL THERAPIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Medical Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Occupational Therapist**

**MAIN PURPOSE** : **To facilitate persons with disabilities through counselling and special activities for gainful occupation and self reliance, and ensure proper management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in occupational therapy carried out.
- (b) Accountability for financial and other resources produced.
- (c) Disabled person counselled.
- (d) Disabled person facilitated and trained in special activities.
- (e) Disabled person rehabilitated for an occupation.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing budgeting, coordinating, monitoring and evaluating Occupational Therapy activities.
- (b) Managing and accounting for allocated resources.
- (c) Counselling persons with disability.
- (d) Ensuring person with disability is facilitated with special activities for an occupation.
- (e) Ensuring quality Occupational Therapy services.
- (f) Organizing and conducting outreach services.
- (g) Requisitioning for equipment and other supplies.
- (h) Ensuring that equipment is secure, functional and well maintained.
- (i) Imparting knowledge and skills to students and staff.
- (j) Initiating and participating in research activities.

- (k) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (l) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (m) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Occupational Therapy or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which should be at Senior Occupational Therapist level.



**JOB TITLE** : **SENIOR OCCUPATIONAL THERAPIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Occupational Therapist**  
**RESPONSIBLE FOR** : **Occupational Therapist**

**MAIN PURPOSE** : **To facilitate persons with disability through counselling and special activities for gainful occupation and self reliance, and assist in the management of the unit.**

#### **KEY OUTPUTS**

- (a) Disabled persons counselled.
- (b) Disabled persons facilitated and trained in special activities.
- (c) Disabled persons rehabilitated for an occupation.
- (d) Accountability for financial and other resources produced.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Ensuring persons with disability are counselled.
- (b) Ensuring persons with disability are facilitated and trained in special activities.
- (c) Participating in planning, directing, budgeting, coordinating, monitoring and evaluating of occupational therapy activities.
- (d) Managing and accounting for allocated resources.
- (e) Ensuring quality in Occupational Therapy services.
- (f) Organizing and conducting outreach services.
- (g) Requisitioning for equipment and other supplies.
- (h) Ensuring that equipment is secure, functional and well maintained.
- (i) Imparting knowledge and skills to patients, staff and helpers.
- (j) Initiating and participating in research activities.
- (k) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (l) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (m) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Occupational Therapy or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **OCCUPATIONAL THERAPIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Occupational Therapist**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To facilitate persons with disabilities through counselling and special activities for gainful occupation and self reliance.**

#### **KEY OUTPUTS**

- (a) Disabled persons counselled.
- (b) Disabled persons facilitated with special activities.
- (c) Disabled persons rehabilitated for an occupation.
- (d) Accountability for financial and other resources produced.
- (e) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Counselling persons with disabilities.
- (b) Facilitating and training persons with disabilities in special activities for occupation.
- (c) Managing and accounting for allocated resources.
- (d) Participating in outreach services.
- (e) Ensuring quality assurance in occupational therapy services.
- (f) Requisitioning for equipment and other supplies for use in the unit.
- (g) Ensuring that equipment is secure, functional and well maintained.
- (h) Training of Occupational Therapy helpers in rehabilitative skills.
- (i) Participating in research activities.
- (j) Adhering to the Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Occupational Therapy or its equivalent from a recognized Institution.
- (b) Must be registered with Allied Health Professional Council.

**JOB TITLE** : **PRINCIPAL HEALTH INSPECTOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Assistant District Health Officer/Principal  
Medical Officer**  
**RESPONSIBLE FOR** : **Senior Health Inspector/Health Educator**

**MAIN PURPOSE** : **To prevent diseases and promote health through  
surveillance and management of Environmental  
health practices and ensure proper management of the  
unit**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for Environmental Health carried out.
- (b) Accountability for financial and other resources produced.
- (c) Managing and accounting for financial and other resources.
- (d) Hygiene and environmental sanitation in the community inspected
- (e) Refuse collection and disposal inspected.
- (f) Sensitization of Communities about Public Health laws and regulations carried out.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, budgeting, coordination, evaluation and monitoring of Environmental Health programmes.
- (b) Managing and accounting for allocated resources.
- (c) Inspecting homesteads for hygiene and environmental sanitation.
- (d) Inspecting refuse collection and disposal.
- (e) Sensitizing the community on Public Health Act, Regulations and By-laws.
- (f) Participating in disease surveillance and management of Environmental Health activities.
- (g) Initiating and participating in research activities.

- (h) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (i) Imparting knowledge and skills to students and staff.
- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Services Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have experience of six (6) years as a Health Worker, three of which should be at Senior Health Inspector level.

**JOB TITLE** : **SENIOR HEALTH INSPECTOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Health Inspector**  
**RESPONSIBLE FOR** : **Health Inspector**

**MAIN PURPOSE** : **To prevent diseases and promote health through surveillance and management of Environmental Health practices and assist in management of the unit.**

#### **KEY OUTPUTS**

- (a) Hygiene and environmental sanitation in the community inspected.
- (b) Refuse collection and disposal inspected.
- (c) Sensitization of communities about Public Health laws carried out.
- (d) Accountability for financial and other resources produced.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Inspecting homesteads for hygiene and environmental sanitation.
- (b) Inspecting refuse collection and disposal.
- (c) Enforcing Public Act Regulations and by-laws and Health Preventive measures.
- (d) Participating in planning, directing, budgeting, coordinating, monitoring and evaluation for Environmental Health programmes.
- (e) Managing and accounting for allocated resources.
- (f) Carrying out human resource manpower activities like identifying manpower, promotional, leave and deployment.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that the necessary supplies are available and maintaining an inventory.
- (j) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (k) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for three (3) years as a Health Worker.

**JOB TITLE** : **HEALTH INSPECTOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Health Inspector**  
**RESPONSIBLE FOR** : **Senior Health Assistant**

**MAIN PURPOSE** : **To prevent diseases by ensuring that Public Health Rules and Regulations are adhered to by the community.**

### **KEY OUTPUTS**

- (a) Inspection of domestic, public and commercial premises carried out.
- (b) Outbreaks of epidemics traced and reported.
- (c) Refuse collection and disposal supervised.
- (d) Sensitization of communities about Public Health Laws carried out.
- (e) Protection of Natural Water sources against contamination of ensured.
- (f) Accountability for financial and other resources produced.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Carrying out health inspection of domestic, public and commercial premises.
- (b) Supervising refuse collection and disposal.
- (c) Carrying out disease surveillance
- (d) Sensitizing community on Public Health Preventive measures and Public Health Act, Regulations and By-laws.
- (e) Managing and accounting for allocated resources.
- (f) Identifying and protection of Natural Water sources.
- (g) Participating in research activities.
- (h) Adhering to Professional Code of Conduct and Ethics.
- (i) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.



**JOB TITLE** : **SENIOR HEALTH ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U6**  
**REPORTS TO** : **Health Inspector**  
**RESPONSIBLE FOR** : **Health Assistant**

**MAIN PURPOSE** : **To prevent and control the spread of diseases in the community.**

### **KEY OUTPUTS**

- (a) Public health regulations enforced.
- (b) Water sources improved and protected.
- (c) Waste disposal supervised.
- (d) Public sensitized on environmental health.
- (e) Accountability for financial and other resources produced.
- (f) Discipline enforced.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in Community Based Environmental Health Activities.
- (b) Implementing Environmental Health Act, Regulations and By-laws.
- (c) Liaising with Local Authorities in organizing of home improvement competition.
- (d) Managing and accounting for allocated resources.
- (e) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (f) Participating in research activities.
- (g) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (h) Compiling and submitting relevant basic health data.

### **PERSON SPECIFICATIONS**

- (a) Must have a Certificate in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **HEALTH ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U7**  
**REPORTS TO** : **Senior Health Assistant/Health Inspector**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To prevent and control the spread of diseases in the community.**

#### **KEY OUTPUTS**

- (a) Public health regulations enforced.
- (b) Water sources improved and protected.
- (c) Waste disposal supervised.
- (d) Accountability for financial and other resources produced.
- (e) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in Community Based Environmental Health Activities.
- (b) Implementing Environmental Health Act, Regulations and By-laws.
- (c) Managing and accounting for allocated resources.
- (d) Compiling relevant basic health data and submitting to the Senior Health Assistant.
- (e) Liaising with Local Authorities in organizing home improvement competition.
- (f) Adhering to Professional Code of Conduct and Ethics.
- (g) Participating in research activities.
- (h) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Certificate in Environmental Health Science or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

**JOB TITLE** : **PRINCIPAL VECTOR CONTROL OFFICER (Medical)**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Assistant District Health Officer**  
**RESPONSIBLE FOR** : **Senior Vector Control Officer**  
**MAIN PURPOSE** : **To control vectors which transmit disease in the community and ensure proper management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for Vector Control Activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Surveys on vector-borne diseases carried out.
- (d) Vectors causing diseases in Man and animals controlled.
- (e) Ensure approved insecticides, pesticides and other vector control methodologies are used.
- (f) Sensitization of communities about vector-borne diseases carried out.
- (g) Staff performance appraisal done.
- (h) Discipline enforced.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluating the delivery of Vector Control Services in the District.
- (b) Managing and accounting for allocated resources.
- (c) Ensuring that surveys for the identification of vector species and their bionomics are done.
- (d) Ensuring that only approved insecticides, pesticides and other Vector Control methodologies are used.
- (e) Ensuring that Equipment and other Supplies are available for Vector Control activities.
- (f) Guiding Local Authorities in the proper and safe use of insecticides, pesticides and other Vector Control Methodologies.

- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (i) Initiating and participating in research activities.
- (j) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Entomology and Parasitology or its equivalent from a recognized Institution.
- (b) Must have a Diploma in Health Service Management or its equivalent.
- (c) Must be registered with the Allied Health Professionals Council.
- (d) Must have served for six (6) years as a Health Worker, three of which should be at the level of Senior Vector Control Officer (Medical).

**JOB TITLE** : **SENIOR VECTOR CONTROL OFFICER (Medical)**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Vector Control Officer**  
**RESPONSIBLE FOR** : **Vector Control Officer**

**MAIN PURPOSE** : **To control vectors which transmit disease in the community and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Surveys on vector-borne diseases carried out.
- (b) Vectors causing diseases in Man and animals controlled.
- (c) Ensure approved insecticides, pesticides and other vector control methodologies are used.
- (d) Sensitization of communities about vector-borne diseases carried out.
- (e) Accountability for financial and other resources produced.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Mapping out areas and populations at risk of Vector Borne Diseases.
- (b) Carrying out surveys for the identification of vector species and their bionomics.
- (c) Monitoring and evaluating efficacy of Vector Control insecticides and pesticides.
- (d) Participating in Planning, directing, coordinating, budgeting, monitoring and evaluating Vector Control services.
- (e) Managing and accounting for allocated resources.
- (f) Ensuring that the supplies are available and equipment are functional and well maintained.
- (g) Participating in guiding the communities in the proper and safe use of insecticides, pesticides and other Vector Control methodologies.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (j) Participating in research activities.

- (k) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Entomology and Parasitology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.
- (c) Must have served for at least three (3) years as a Health Worker.

<b>JOB TITLE</b>	:	<b>VECTOR CONTROL OFFICER (Medical)</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U5</b>
<b>REPORTS TO</b>	:	<b>Senior Vector Control Officer</b>
<b>RESPONSIBLE FOR</b>	:	<b>-</b>
<b>MAIN PURPOSE</b>	:	<b>To control vectors which transmit disease in the community</b>

### **KEY OUTPUTS**

- (a) Surveys on vector borne diseases carried out.
- (b) Vectors causing diseases in Man and animals controlled.
- (c) Ensure approved insecticides, pesticides and other vector control methodologies are used.
- (d) Sensitization of communities about vector borne diseases carried out.
- (e) Accountability for financial and other resources produced.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Mapping out areas and populations at risk of Vector Borne Diseases.
- (b) Carrying out surveys for the identification of vector species and their bionomics.
- (c) Monitoring and evaluating efficacy of Vector Control insecticides and pesticides.
- (d) Managing and accounting for allocated resources.
- (e) Ensuring that the supplies are available and equipment is functional and well maintained.
- (f) Participating in guiding the communities in the proper and safe use of insecticides, pesticides and other Vector Control methodology.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Adhering to Professional Code of Conduct and Ethics.
- (j) Compiling and submitting periodic reports.

### **PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Medical Entomology and Parasitology or its equivalent from a recognized Institution.
- (b) Must be registered with the Allied Health Professionals Council.

## CHAPTER 4

# NURSES AND MIDWIVES



**JOB TITLE** : **PRINCIPAL NURSING OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Assistant District Health Officer/Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Nursing Officer**

**MAIN PURPOSE** : **To provide holistic quality Nursing Care Services in the Health Unit and ensure proper management of the unit.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in Nursing Care Services carried out.
- (b) Accountability for financial and other resources produced.
- (c) Holistic quality nursing care provided.
- (d) Nursing Services supervised.
- (e) Nursing duties assigned.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting, monitoring and evaluating nursing services for the District Hospital.
- (b) Managing and accounting for allocated resources.
- (c) Ensure 24-hour coverage by nursing staff.
- (d) Requisitioning for equipment and other supplies
- (e) Ensuring that equipment is secure, functional and well maintained.
- (f) Initiating and participate in research activities.
- (g) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (h) Imparting knowledge and skills to students and staff.
- (i) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.

## PERSON SPECIFICATIONS

- (a) Must be double trained at Registered level or its equivalent from a recognized Institution.
- (b) Should have a Diploma in Nursing Administration or its equivalent.
- (c) Must be registered with the Nurses and Midwives Council.
- (d) Must have served for at least six (6) years as a Health Worker, three of which at Senior Nursing Officer level.

**JOB TITLE** : **SENIOR NURSING OFFICER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Nursing Officer**  
**RESPONSIBLE FOR** : **Nursing Officer**

**MAIN PURPOSE** : **To provide holistic quality nursing care services in the health unit and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Holistic quality nursing care provided.
- (b) Nursing services supervised.
- (c) Nursing duties assigned.
- (d) Accountability for financial and other resources produced.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Providing support supervision in the provision of nursing care.
- (b) Preparing duty roaster.
- (c) Participating in planning, budgeting, coordination, monitoring and evaluation of the Nursing Services in the health unit.
- (d) Managing and accounting for allocated resources.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment is secure, functional and well maintained.
- (g) Ensuring that Ward environment is clean and healthy.
- (h) Participating in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (k) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must be double trained at Registered level or its equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.
- (c) Must have served for at least three (3) years as Nursing Officer.

**JOB TITLE** : **NURSING OFFICER (NURSING)**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Nursing Officer**  
**RESPONSIBLE FOR** : **Enrolled Nurse**

**MAIN PURPOSE** : **To provide nursing services and public health interventions to patients and the community.**

#### **KEY OUTPUTS**

- (a) Quality nursing care services to patients provided.
- (b) Ward/health unit activities organized and managed.
- (c) Accountability for financial and other resources produced.
- (d) Staff performance appraisal done.
- (e) Daily reports submitted.

#### **KEY ACTIVITIES**

- (a) Receiving patients, register admissions, discharges and deaths.
- (b) Providing Nursing Care services to patients.
- (c) Keeping patients comfortable and ensure a health environment.
- (d) Preparing and carrying out sterile procedures.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Participating in Doctors/Clinical Officers Ward rounds.
- (g) Preparing patients for meals and participate in service them.
- (h) Managing and accounting for allocated resources.
- (i) Participating in research activities.
- (j) Imparting knowledge and skills to students and staff.
- (k) Adhering to Professional Code of Conduct and Ethics.
- (l) Compiling daily Ward reports and hand over to in-coming shift.

#### **PERSON SPECIFICATIONS**

- (a) Must be trained at Registered level or its equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.

**JOB TITLE** : **SENIOR ENROLLED NURSE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Nursing Officer**  
**RESPONSIBLE FOR** : **Enrolled Nurse**

**MAIN PURPOSE** : **To provide nursing services and public health interventions to patients and the community.**

#### **KEY OUTPUTS**

- (a) Quality nursing care services to patients provided.
- (b) Ward/health unit activities organized and managed.
- (c) Accountability for financial and other resources produced.
- (c) Staff performance appraisal done.
- (d) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Receiving patients, register admissions, discharges and deaths.
- (b) Providing Nursing Care services to patients.
- (c) Keeping patients comfortable and ensure a health environment.
- (d) Preparing and carrying out sterile procedures.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Participating in Doctors/Clinical Officers Ward rounds.
- (g) Preparing patients for meals and participate in service them.
- (h) Managing and accounting for allocated resources.
- (i) Participating in research activities.
- (j) Imparting knowledge and skills to students and staff.
- (k) Adhering to Professional Code of Conduct and Ethics.
- (l) Compiling daily Ward reports and hand over to in-coming shift.

#### **PERSON SPECIFICATIONS**

- (a) Must have Enrolled Nursing Certificate or its equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.
- (c) Must have worked for at least six (6) years as Enrolled Nurse.

<b>JOB TITLE</b>	<b>:</b>	<b>ENROLLED NURSE</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>Health</b>
<b>SALARY SCALE</b>	<b>:</b>	<b>U7</b>
<b>REPORTS TO</b>	<b>:</b>	<b>Senior Enrolled Nurse</b>
<b>RESPONSIBLE FOR</b>	<b>:</b>	<b>Nursing Assistant</b>
<b>MAIN PURPOSE</b>	<b>:</b>	<b>To provide nursing services and public health interventions to patients</b>

#### **KEY OUTPUTS**

- (a) Nursing service care to patients provided.
- (b) Prescribed treatment to the patients given.
- (c) Medical complications reported.
- (d) Patients' record on admission, discharge and death kept.
- (e) Accountability for financial and other resources produced.
- (f) Daily Ward report written and submitted.

#### **KEY ACTIVITIES**

- (a) Receiving, registering, admitting and discharging patients.
- (b) Providing Nursing Care to patients.
- (c) Carrying out observations, keeping proper records and ensuring their safe custody.
- (d) Participating in Doctors/Clinical Officers Ward rounds.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Prepare patients for meals and participating in serving them.
- (g) Keeping patients comfortable and ensure healthy environment.
- (h) Managing and accounting for allocated resources.
- (i) Carrying out health education to patients and their attendants.
- (j) Participating in research activities.
- (k) Adhering to Professional Code of Conduct and Ethics.
- (l) Compiling and submitting daily ward reports.

#### **PERSON SPECIFICATIONS**

- (a) Must have Enrolled Nursing Certificate or equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.

**JOB TITLE** : **NURSING OFFICER (MIDWIFE)**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U5**

**REPORTS TO** : **Senior Nursing Officer**

**RESPONSIBLE FOR** : **Enrolled Midwife**

**MAIN PURPOSE** : **To provide midwifery nursing services and public health interventions to patients and the community.**

### **KEY OUTPUTS**

- (a) Quality midwifery service for patients provided.
- (b) High risk cases identified and reported.
- (c) Ward or health unit activities organized and managed.
- (d) Accountability for financial and other resources provided.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Daily reports submitted.

### **KEY ACTIVITIES**

- (a) Receiving patients, registering admissions, discharges and deaths.
- (b) Carry out antenatal care with emphasis of identifying high risk cases and refer them to hospital.
- (c) Providing care during labour with emphasis of keeping proper records, use of drugs and prevention of complications to mother and baby.
- (d) Providing care during puerperium with emphasis on prevention of infection and ensure successful breast feeding.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Participating in Doctors/Clinical officers ward rounds.
- (g) Preparing patients for meals and participating in servicing them.
- (h) Managing and accounting for allocated resources.
- (i) Keeping patients comfortable and ensuring a health environment.
- (j) Participating in research activities.
- (k) Imparting knowledge and skills to students and staff.



- (l) Adhering to Professional Code of Conduct and Ethics.
- (m) Compiling daily ward reports and hand over to in-coming shift.

**PERSON SPECIFICATIONS**

- (a) Must be a trained Midwife at registered level or its equivalent from a recognized Institution.
- (b) Must be registered with Uganda Nurses and Midwives Council.

**JOB TITLE** : **SENIOR ENROLLED MIDWIFE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Nursing Officer**  
**RESPONSIBLE FOR** : **Enrolled Midwife**

**MAIN PURPOSE** : **To provide midwifery nursing services and public health interventions to patients and the community.**

### **KEY OUTPUTS**

- (a) Quality midwifery service for patients provided.
- (b) High risk cases identified and reported.
- (c) Ward or health unit activities organized and managed.
- (d) Accountability for financial and other resources provided.
- (e) Staff performance appraisal done.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Receiving patients, registering admissions, discharges and deaths.
- (b) Carrying out antenatal care with emphasis of identifying high risk cases and refer them to hospital.
- (c) Providing care during labour with emphasis of keeping proper records, use of drugs and prevention of complications to mother and baby.
- (d) Providing care during puerperium with emphasis on prevention of infection and ensure successful breast feeding.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Participating in Doctors/Clinical officers ward rounds.
- (g) Preparing patients for meals and participating in servicing them.
- (h) Managing and accounting for allocated resources.
- (i) Keeping patients comfortable and ensuring a health environment.
- (j) Participating in research activities.
- (k) Imparting knowledge and skills to students and staff.

- (l) Adhering to Professional Code of Conduct and Ethics.
- (m) Compiling daily ward reports and hand over to in-coming shift.

**PERSON SPECIFICATIONS**

- (a) Must have Enrolled Midwife Certificate or its equivalent from a recognized Institution.
- (b) Must be registered with Nurses and Midwives Council.
- (c) Must have worked for at least six (6) years as Enrolled Nurse.

<b>JOB TITLE</b>	:	<b>ENROLLED MIDWIFE</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U7</b>
<b>REPORTS TO</b>	:	<b>Senior Enrolled Midwife</b>
<b>RESPONSIBLE FOR</b>	:	<b>Nursing Assistant</b>
<b>MAIN PURPOSE</b>	:	<b>To provide midwifery nursing services and public health interventions to patients and the community.</b>

#### **KEY OUTPUTS**

- (a) Quality midwifery service to patients provided.
- (b) High risk cases identified and reported.
- (c) Ward/health unit activities organized and managed.
- (d) Daily ward reports written and submitted.
- (e) Accounting for financial and other resources produced.

#### **KEY ACTIVITIES**

- (a) Receiving patients, registering admissions, discharges and deaths.
- (b) Carrying out antenatal care with emphasis of identifying high risk cases and refer them to hospital.
- (c) Providing care during labour with emphasis of keeping proper records, use of drugs and prevention of complications to mother and baby.
- (d) Providing care during puerperium with emphasis on prevention of infection and ensure successful breast feeding.
- (e) Participating in bedside nursing procedures as a member of the caring team.
- (f) Participating in Doctors/Clinical officers ward rounds.
- (g) Carrying out observations, keep records and ensure their safe custody.
- (h) Preparing patients for meals and participating in servicing them.
- (i) Managing and accounting for allocated resources.
- (j) Keeping patients comfortable and ensuring a health environment.
- (k) Adhering to Professional Code of Conduct and Ethics.
- (l) Compile daily ward reports and hand over to in-coming shift.

#### **PERSON SPECIFICATIONS**

- (a) Must have Enrolled Midwife Certificate or its equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.

**JOB TITLE** : **NURSING OFFICER (PSYCHIATRY)**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U5**

**REPORTS TO** : **Senior Nursing Officer**

**RESPONSIBLE FOR** : **Enrolled Nurse**

**MAIN PURPOSE** : **To provide Psychiatric Nursing Services and ensure effective management of patients in the unit and the community.**

### **KEY OUTPUTS**

- (a) Quality Psychiatric Nursing Services provided.
- (b) Ward/health unit activities organized and managed.
- (c) Accountability for financial and other resources provided.
- (d) Staff performance appraisal done.
- (e) Daily reports submitted.

### **KEY ACTIVITIES**

- (a) Receiving patients, registering admissions, discharges and deaths.
- (b) Providing quality psychiatric nursing care.
- (c) Participating in bedside psychiatric nursing procedures as a member of the caring team.
- (d) Participate in Doctors/Clinical officers ward rounds.
- (e) Carry out observation, keep records and ensure their safe custody.
- (f) Keeping patients comfortable, allay their anxieties and ensure a health environment.
- (g) Ensuring maximum protection of patients' relatives and staff.
- (h) Preparing patients for meals and participating in serving them.
- (i) Giving health education and counseling to patients and relatives.
- (j) Managing and accounting for allocated resources.
- (k) Participating in psychiatric community outreach.
- (l) Imparting knowledge and skills to students and staff.
- (m) Adhering to Professional Code of Conduct and Ethics.

- (n) Participating in research activities.
- (o) Compiling daily ward reports and hand over to in-coming shift.

#### **PERSON SPECIFICATIONS**

- (a) Must be a Registered Psychiatric Nurse
- (b) Must be Registered with Nurses and Midwives Council.

**JOB TITLE** : **SENIOR ENROLLED PSYCHIATRIC NURSE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Nursing Officer**  
**RESPONSIBLE FOR** : **Enrolled Psychiatric Nurse**

**MAIN PURPOSE** : **To provide Psychiatric Nursing services and ensure effective management of patients in the unit. and the community.**

#### **KEY OUTPUTS**

- (a) Quality Psychiatric Nursing Services provided.
- (b) Ward/health unit activities organized and managed.
- (c) Accountability for financial and other resources provided.
- (d) Staff performance appraisal done.
- (e) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Receiving patients, registering admissions, discharges and deaths.
- (b) Providing quality psychiatric nursing care.
- (c) Participating in bedside psychiatric nursing procedures as a member of the caring team.
- (d) Participate in Doctors/Clinical officers ward rounds.
- (e) Carrying out observation, keeping records and ensure their safe custody.
- (f) Keeping patients comfortable, allay their anxieties and ensure a health environment.
- (g) Ensuring maximum protection of patients' relatives and staff.
- (h) Preparing patients for meals and participating in serving them.
- (i) Giving health education and counseling to patients and relatives.
- (j) Managing and accounting for allocated resources.
- (k) Participating in psychiatric community outreach.
- (l) Imparting knowledge and skills to students and staff.
- (m) Adhering to Professional Code of Conduct and Ethics.

- (n) Participating in research activities.
- (o) Compiling daily ward reports and hand over to in-coming shift.

**PERSON SPECIFICATIONS**

- (a) Must have Enrolled Psychiatric Nurse Certificate or equivalent from a recognized Institution.
- (b) Must be registered with the Nurses and Midwives Council.
- (c) Must have served for at least six (6) years as Enrolled Psychiatric Nurse.



**JOB TITLE** : **ENROLLED PSYCHIATRIC NURSE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U7**  
**REPORTS TO** : **Senior Enrolled Psychiatric Nurse**  
**RESPONSIBLE FOR** : **Mental Attendant**

**MAIN PURPOSE** : **To provide Psychiatric Nursing services and ensure effective management of patients in the unit and the community.**

#### **KEY OUTPUTS**

- (a) Quality Psychiatric Nursing Services provided.
- (b) Ward/health unit activities organized and managed.
- (c) Daily ward/health unit reports submitted.
- (d) Accountability for financial and other resources provided.

#### **KEY ACTIVITIES**

- (a) Receiving patients, register admission and discharge.
- (b) Providing nursing care to patients.
- (c) Participating in bedside nursing procedures as a member of the caring team.
- (d) Participating in Doctors/Clinical Officers Ward rounds.
- (e) Carrying out observations, keep proper records and ensure their safe custody.
- (f) Keeping patients comfortable and ensure a healthy environment.
- (g) Preparing patients for meals and participating in serving them.
- (h) Carry out health education to patients and their attendants.
- (i) Managing and accounting for allocated resources.
- (j) Participating in research activities.
- (k) Adhering to Professional Code of Conduct and Ethics.
- (l) Compiling daily ward reports and hand over to in-coming shift.

#### **PERSON SPECIFICATIONS**

- (a) Must have Enrolled Psychiatry Nurse Certificate or its equivalent from a recognized Institution.
- (b) Must be registered with Uganda Nurses and Midwives Council.

**JOB TITLE** : **PRINCIPAL PUBLIC HEALTH NURSE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Assistant District Health Officer/Principal Medical Officer**  
**RESPONSIBLE FOR** : **Senior Public Health Nurse**

**MAIN PURPOSE** : **To ensure the implementation of Primary Health Care activities in the District and ensure proper management in the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for PHC activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Identified PHC activities implemented.
- (d) Health Education Programmes promoted and supported.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic Reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, budgeting, coordinating and evaluating PHC Services for the District.
- (b) Managing and accounting for allocated resources.
- (c) Participating in identifying priority PHC activities for the implementation in the District in collaboration with other members of the District Health team.
- (d) Providing, promoting and support Health Education Programmes in collaboration with Health Education Unit and other teams in the District.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment is secure, functional and well maintained.
- (g) Carrying out human resource activities like identifying manpower needs, training, promotional, leave and deployment.
- (h) Ensuring that staff adhere to the Professional Code of Conduct and Ethics.
- (i) Imparting knowledge and skills to students and staff.

- (j) Participating in research activities.
- (k) Compiling and submitting reports.

#### **PERSON SPECIFICATIONS**

- (a) Diploma in Public Health Nursing or its equivalent from a recognized Institution.
- (b) Registered with Nurses and Midwives Council
- (c) Should have well-developed management and interpersonal skills to be able to manage and motivate staff.
- (d) Experience of six (6) years as a Public Health Nurse, three of which should be at senior level.

**JOB TITLE** : **SENIOR PUBLIC HEALTH NURSE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Public Health Nurse**  
**RESPONSIBLE FOR** : **Public Health Nurse**

**MAIN PURPOSE** : **To ensure the implementation of Primary Health Care activities in the District and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Health education programmes promoted and supported.
- (b) Identified PHC activities implemented.
- (c) Accountability for financial and other resources produced.
- (d) Discipline enforced.
- (e) Staff performance appraisal done.
- (f) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Liaising with Members of the District Health team in identifying primary health care activities for implementation.
- (b) Participating in planning, budgeting, coordination, monitoring and evaluating District Primary Health Care activities.
- (c) Managing and accounting for allocated resources.
- (d) Requisitioning for equipment and other supplies.
- (e) Ensuring that equipment is secure, functional and well maintained.
- (f) Participating in research activities.
- (g) Imparting knowledge and skills to students and staff.
- (h) Ensuring that staff adhere to Code of Conduct and Professional Ethics.
- (i) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (j) Compiling and submitting periodic reports.

## **PERSON SPECIFICATIONS**

- (a) Diploma in Public Health Nursing or its equivalent from a recognized Institution.
- (b) Registered with Nurses and Midwives Council
- (c) Should have well developed inter personal skills to be able to manage subordinate staff.
- (d) Experience of three (3) years as a Public Health Nurse.

**JOB TITLE** : **PUBLIC HEALTH NURSE**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Public health Nurse**  
**RESPONSIBLE FOR** : **Nursing Assistant**

**MAIN PURPOSE** : **To implement Primary Health Care activities in the District.**

**KEY OUTPUTS**

- (a) Primary Health Care activities implemented.
- (b) Accountability for financial and other resources produced.
- (c) Periodic reports submitted.

**KEY ACTIVITIES**

- (a) Implementing identified primary health care activities.
- (b) Managing and accounting for allocated resources.
- (c) Participating in research activities.
- (d) Adhering to Professional Code of Conduct and Ethics.
- (e) Compiling and submitting reports.

**PERSON SPECIFICATIONS**

- (a) Must have a Diploma in Public Health or its equivalent from a recognized Institution.
- (b) Registered with the Nurses and Midwives Council.

## CHAPTER 5

### SCIENTIFIC AND ADMINISTRATIVE STAFF

**JOB TITLE** : **PRINCIPAL HOSPITAL ADMINISTRATOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U2**  
**REPORTS TO** : **Medical Superintendent**  
**RESPONSIBLE FOR** : **Senior Hospital Administrator**

**MAIN PURPOSE** : **To facilitate the work of Hospital staff by ensuring the availability of logistics for the various Hospital Departments and assist Medical Superintendent in general management of the hospital.**

#### **KEY OUTPUTS**

- (a) Planning and budgeting for Hospital administrative activities carried out.
- (b) Accountability for financial and other resources produced.
- (c) Equipment and other supplies requisitioned.
- (d) Public Relations done.
- (e) Maintenance of Hospital infrastructure ensured.
- (f) Discipline enforced.
- (g) Staff performance appraisal done
- (h) Periodic reports submitted

#### **KEY ACTIVITIES**

- (a) Planning, budgeting, directing, managing, coordinating, monitoring and evaluating administrative activities in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with Medical Superintendent in the Administration of the Hospital.
- (d) Ensuring proper maintenance of Hospital Infrastructure.
- (e) Requisitioning for equipment and other supplies for the Hospital.
- (f) Ensuring that equipment is secure, functional and well maintained.
- (g) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- (h) Initiating and participating in research activities.
- (i) Imparting knowledge and skills to students and staff.



- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting reports to Medical Superintendent.

**PERSON SPECIFICATIONS**

- (a) Must have a degree in Social Sciences, Arts, SWASA or its equivalent from a recognized Institution.
- (b) Must have Postgraduate qualifications in Hospital Administration and Management or its equivalent.
- (c) Must have served for at least six (6) years.

<b>JOB TITLE</b>	:	<b>SENIOR HOSPITAL ADMINISTRATOR</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U3</b>
<b>REPORTS TO</b>	:	<b>Principal Hospital Administrator</b>
<b>RESPONSIBLE FOR</b>	:	<b>Hospital Administrator</b>
 <b>MAIN PURPOSE</b>	:	 <b>To facilitate the work of Hospital staff by ensuring the availability of logistics for the various Hospital Departments.</b>

### **KEY OUTPUTS**

- (a) Necessary logistics availed to staff.
- (b) Public Relations done.
- (c) Maintenance of Hospital infrastructure ensured.
- (d) Accountability for financial and other resources produced.
- (e) Discipline ensured.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, managing, coordinating, monitoring and evaluating hospital administrative activities in the hospital.
- (b) Managing and accounting for allocated resources.
- (c) Liaising with Medical Superintendent in the Administration of the Hospital.
- (d) Ensuring proper maintenance of Hospital Infrastructure.
- (e) Participating in ensuring availability of the necessary equipment and other supplies to the Hospital.
- (f) Ensuring that staff adhere to Code of Conduct and Ethics.
- (g) Imparting knowledge and skills to students and staff.
- (h) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (i) Compiling and submitting reports to Medical Superintendent.

## PERSON SPECIFICATIONS

- (a) Must have a degree in Social Science, Arts, SWASA or its equivalent from a recognized Institution.
- (b) Must have served for at least three (3) years.
- (c) Postgraduate qualification in Health Management will be an added advantage.

**JOB TITLE** : **HOSPITAL ADMINISTRATOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Senior Hospital Administrator**  
**RESPONSIBLE FOR** : **Hospital Support Staff**

**PURPOSE** : **To facilitate the work of Hospital staff by ensuring the availability of logistics for the various Hospital Departments.**

#### **KEY OUTPUTS**

- (a) Utilities and consumables delivered adequately and timely.
- (b) Hospital supplies ensured.
- (c) Security of the hospital ensured.
- (d) Staff supervised.
- (e) Hospital infrastructure managed.
- (f) Accountability for financial and other resources produced
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, directing, coordinating, monitoring and evaluation of Hospital administrative activities.
- (b) Managing and accounting for allocated resources
- (c) Participating in ensuring availability of the necessary equipment and other supplies to the Hospital.
- (d) Managing hospital transport.
- (e) Ensuring security of hospital assets.
- (f) Imparting knowledge and skills to staff.
- (g) Ensuring that staff adhere to Code of Conduct and Ethics.

- (h) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (i) Compiling and submitting reports to Senior Hospital Administrator.

**PERSON SPECIFICATIONS**

Should have a degree in Social Sciences, Arts, SWASA or its equivalent from a recognized Institution.

<b>JOB TITLE</b>	:	<b>PRINCIPAL HEALTH EDUCATOR</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U2</b>
<b>REPORTS TO</b>	:	<b>District Health Officer</b>
<b>RESPONSIBLE FOR</b>	:	<b>Senior Health Educator</b>
<b>MAIN PURPOSE</b>	:	<b>To provide and support Health Education, develop appropriate Health Education Materials and ensure proper management of the unit.</b>

#### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in Health education carried out.
- (b) Accountability for financial and other resources carried out.
- (c) Appropriate Health Education materials developed.
- (d) Health education done.
- (e) Training of Communities and Health Workers on the usage of Health Education Materials done.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, monitoring and evaluating delivery of Health Education.
- (b) Managing and accounting for allocated resources.
- (c) Developing appropriate Health Education materials and ensuring their equitable distribution to units.
- (d) Requisitioning for equipment and other supplies.
- (e) Ensuring that equipment is secure, functional and well maintained
- (f) Coordinating Health Education activities to both government and non-governmental organizations.
- (g) Supporting and participating in effective Health Education delivery.
- (h) Initiating and participating in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Ensuring that staff adhere to Professional Code of Conduct and Ethics.

- (k) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submit periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must have a University degree in Health Education or its equivalent from a recognized Institution.
- (b) Must have a Masters degree in Health Education and Health Promotion.
- (c) Must have served for at least six (6) years, three of which as Senior Health Educator.

**JOB TITLE** : **SENIOR HEALTH EDUCATOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Principal Health Educator**  
**RESPONSIBLE FOR** : **Health Educator**

**MAIN PURPOSE** : **To Develop appropriate health education materials, provide and support Health Education.**

### **KEY OUTPUTS**

- (a) Accountability for financial and other resources carried out.
- (b) Guidelines for the implementation of Information Education and Communication (IEC) strategies developed.
- (c) Health Education needs of the Community assessed and compiled.
- (d) Appropriate Health Education materials developed.
- (e) Health Education in the Community conducted.
- (f) Training communities and Health Workers on the usage of health education materials done.
- (g) Discipline enforced.
- (h) Staff performance appraisal done.
- (i) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Developing appropriate health Education materials and ensuring their equitable distribution to units.
- (b) Coordinating Health Education activities carried out by both government and non-governmental organizations.
- (c) Supporting and participating in effective Health Education delivery.
- (d) Participating in planning and budgeting for Health Education in the District.
- (e) Managing and accounting for allocated resources.
- (f) Ensuring necessary supplies are available to units.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring that staff adhere to Professional Code of Conduct and Ethics.



- (j) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

**PERSON SPECIFICATIONS**

- (a) Must have a University Degree in Health Education or its equivalent from a recognized University/Institution.
- (b) Must have served for at least three (3) years as a Health Educator.

<b>JOB TITLE</b>	:	<b>HEALTH EDUCATOR</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U4</b>
<b>REPORTS TO</b>	:	<b>Senior Health Educator</b>
<b>RESPONSIBLE FOR</b>	:	<b>-</b>
<b>MAIN PURPOSE</b>	:	<b>To Develop appropriate health education materials, provide and support Health Education</b>

#### **KEY OUTPUTS**

- (a) Guidelines for the implementation of Information Education and Communication (IEC) strategies developed.
- (b) Health Education needs of the Community assessed and compiled.
- (c) Appropriate Health Education materials developed.
- (d) Health Education in the Community conducted.
- (e) Training of communities and Health Workers on the usage of health education materials done.
- (f) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in the development of appropriate Health Education materials and ensure their equitable distribution.
- (b) Supporting and participating in effective Health Education.
- (c) Monitoring and evaluating the effectiveness of Health Education Materials and submit to Senior Health Educator.
- (d) Participating in the planning for Health Education interventions.
- (e) Managing and accounting for allocated resources.
- (f) Ensuring that the necessary supplies are available in the Unit and maintain an inventory.
- (g) Participating in research activities.
- (h) Adhering to Professional Code of Conduct and Ethics.
- (i) Submitting periodic reports.

#### **PERSON SPECIFICATIONS**

Must have a degree in Health Education or its equivalent from a recognized Institution.

**JOB TITLE** : **PRINCIPAL ASSISTANT HEALTH EDUCATOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U3**  
**REPORTS TO** : **Assistant District Health Officer/Principal Medical Officer**  
**RESPONSIBLE FOR** : **Senior Assistant Health Educator**

**MAIN PURPOSE** : **To provide and support Health Education, develop appropriate health education materials and ensure proper management of the unit.**

### **KEY OUTPUTS**

- (a) Planning and budgeting for activities in Health Education carried out.
- (b) Accountability for financial and other resources produced.
- (c) Appropriate Health education materials developed.
- (d) Health education done.
- (e) Training communities and Health Workers on the usage of health education materials done.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, directing, coordinating, budgeting and evaluating the delivery of Health Education services in the District.
- (b) Managing and accounting for allocated resources.
- (c) Developing appropriate health education materials and ensure their equitable distribution to units
- (d) Requisitioning for equipment and other supplies.
- (e) Ensuring that equipment is secure, functional and well maintained.
- (f) Coordinating Health Education activities to both government and non-governmental organizations.
- (g) Supporting and participating in effective Health Education.
- (h) Initiating and participating in research activities.
- (i) Imparting knowledge and skills to students and staff.
- (j) Ensure staff adhere to Professional Code of Conduct and Ethics.

- (k) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling periodic reports and submit to Assistant District Health Officer.

**PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or a Public Health Nurse or a Health Inspector.
- (b) Must have post basic training in Health Education.
- (c) Must have a Diploma in Health Service Management or its equivalent.
- (d) Must have served for at least six (6) years as a Health Worker, three of which should be at Senior Assistant Health Educator level.

**JOB TITLE** : **SENIOR ASSISTANT HEALTH EDUCATOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Principal Assistant Health Educator**  
**RESPONSIBLE FOR** : **Assistant Health Educator**

**MAIN PURPOSE** : **To provide and support health education, develop appropriate health education materials and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Health Education done.
- (b) Appropriate Health Education materials developed.
- (c) Training communities and Health Workers on the usage of Health Education Materials done.
- (d) Accountability for financial and other resources done.
- (e) Discipline enforced.
- (f) Staff performance appraisal done
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Participating in Planning and budgeting for Health Education in the District.
- (b) Managing and accounting for allocated resources.
- (c) Participating in development of appropriate Health Education materials.
- (d) Supporting and participating in effective Health Education.
- (e) Monitoring and evaluating the effectiveness of Health Education Materials and submit to Principal Assistant Health Educator.
- (f) Participating in ensuring that the necessary supplies are available in the Unit and maintain an inventory.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to students and staff.
- (i) Ensuring adherence to Professional Code of Conduct and Ethics.

- (j) Carrying out Human Resource Management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports to Principal Assistant Health Educator.

**PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or a Public Health Nurse or a Health Inspector.
- (b) Must have post basic training in Health Education.
- (c) Must have served for at least three (3) years as a Health Worker.

**JOB TITLE** : **ASSISTANT HEALTH EDUCATOR**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U5**  
**REPORTS TO** : **Senior Assistant Health Educator**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To provide and support health education and develop appropriate health education materials,**

### **KEY OUTPUTS**

- (a) Appropriate Health Education materials distributed.
- (b) Health education done.
- (c) Training of communities and Health Workers on the usage of Health Education Materials done.
- (d) Accountability for financial and other resources produced.
- (e) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Distributing health education materials to the community and ensure their utilization.
- (b) Carrying out health education sessions to various social groups in close liaison with local Authorities.
- (c) Participating in the development of appropriate health education materials.
- (d) Managing and accounting for the allocated resources.
- (e) Adhering to Professional Code of conduct and Ethics.
- (f) Compiling and submit reports on field visits.

### **PERSON SPECIFICATIONS**

- (a) Must be a Clinical Officer or a Public Health Nurse or a Health Inspector.
- (b) Should have post basic training in Health Education.

**JOB TITLE** : **MEDICAL SOCIAL WORKER**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Senior Hospital Administrator**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To cater for Social and Welfare needs of patients and staff at the Hospital.**

#### **KEY OUTPUTS**

- (a) Social and welfare needs for patients and staff attended to.
- (b) Counselling services done.
- (c) Accountability for financial and other resources produced
- (d) Periodic reports submitted

#### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, directing, coordinating, monitoring and evaluating social work activities in the Hospital.
- (b) Managing and accounting for the allocated resources
- (c) Interviewing patients and relatives with social needs.
- (d) Offering psycho-social support, social care and emotional therapy to patients.
- (e) Liaising with Hospital management in the provision of social needs.
- (f) Carrying out home visiting to patients.
- (g) Imparting coping skills to patients and relatives.
- (h) Participating in research activities.
- (i) Adhering to Professional Code of Conduct and Ethics.
- (j) Compiling and submitting reports to Senior Hospital Administrator.

#### **PERSON SPECIFICATIONS**

Must have a degree in Social Work and Social Administration (SWASA) or its equivalent from a recognized Institution.



**JOB TITLE** : **MEDICAL RECORDS OFFICER**

**DEPARTMENT** : **Health**

**SALARY SCALE** : **U4**

**REPORTS TO** : **Principal Medical Officer**

**RESPONSIBLE FOR** : **Medical Records Assistants**

**MAIN PURPOSE** : **To manage records and information on patients and ensure their safety and confidentiality**

### **KEY OUTPUTS**

- (a) Medical records received, documented, classified and stored.
- (b) Records and record systems periodically audited.
- (c) Confidentiality and data safety ensured.
- (d) Records/information on patients availed to authorized persons.
- (e) Planning and budgeting for activities in the Medical Records Unit carried out.
- (f) Discipline enforced.
- (g) Staff appraisal done.
- (h) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Planning, budgeting, directing, managing, coordinating, monitoring and evaluating medical records activities in the hospital.
- (b) Managing and accounting for the allocated resources.
- (c) Ensuring that records on patients are received, documented, classified and stored.
- (d) Auditing periodically records and record systems.
- (e) Ensuring confidentiality and safety of records.
- (f) Availing records/information on patients to authorised persons.
- (g) Ensuring that essential equipment and other supplies are available.
- (h) Participating in research activities.
- (i) Ensuring that staff adhere to Code of Conduct and Ethics.
- (j) Imparting knowledge and skills to students and staff.

- (k) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (l) Compiling and submitting periodic reports to Principal Medical Officer.

**PERSON SPECIFICATIONS**

Must have a Degree in Medical Records Management or a Degree in Library and Information Science.

<b>JOB TITLE</b>	:	<b>MEDICAL RECORDS ASSISTANT</b>
<b>DEPARTMENT</b>	:	<b>Health</b>
<b>SALARY SCALE</b>	:	<b>U7</b>
<b>REPORTS TO</b>	:	<b>Biostatistician / Medical Officer/Clinical Officer</b>
<b>RESPONSIBLE FOR</b>	:	<b>-</b>
<b>MAIN PURPOSE</b>	:	<b>To Keep records and information on patients, retrieve them for Clinicians and researchers and ensure confidentiality and safety.</b>

### **KEY OUTPUTS**

- (a) Patients records and information kept.
- (b) Confidentiality and data safety ensured.
- (c) Records/information availed to authorized persons.
- (d) Accountability for financial and other resources produced.
- (e) Periodic reports submitted

### **KEY ACTIVITIES**

- (a) Managing and accounting for financial and other resources
- (b) Registering in and out-patients.
- (c) Keeping records and information on patients.
- (d) Preparing patients Master Index Cards.
- (e) Taking patients files to Clinics/Wards.
- (f) Updating the bed bureau with records/information.
- (g) Retrieving files for clinicians and Researchers.
- (h) Adhering to Code of Conduct and Ethics.
- (i) Participating in research activities.
- (j) Imparting knowledge and skills to staff.
- (k) Compiling and submitting reports to Medical Officer/Clinical Officer.

### **PERSON SPECIFICATIONS**

- (a) O'Level or A'Level Certificate.
- (b) Certificate in Medical Records will be an added advantage.

**JOB TITLE** : **BIostatistician**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Senior Hospital Administrator**  
**RESPONSIBLE FOR** : **Medical Records Assistant**  
**MAIN PURPOSE** : **To collect, analyse, process, store and retrieve data on health.**

#### **KEY OUTPUTS**

- (a) Health Information Systems procedures instituted
- (b) Data Analysis done
- (c) Safe storage of data ensured.
- (d) Accountability for financial and other resources carried out.
- (e) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Planning, budgeting, managing, coordinating, monitoring and evaluating nutritional programmes in the hospital.
- (b) Managing and accounting for allocated resources
- (c) Developing Health Information Systems.
- (d) Collecting and processing data on health.
- (e) Developing data bank and ensuring data security.
- (f) Participating in quality assurance.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to staff.
- (i) Adhering to Professional Code of Conduct and Ethics.
- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting periodic reports.

#### **PERSON SPECIFICATIONS**

Must have a degree in Biostatistics or its equivalent from a recognized Institution.

**JOB TITLE** : **NUTRITIONIST**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U4**  
**REPORTS TO** : **Medical Officer Special Grade (Community Practice)**  
**RESPONSIBLE FOR** : **Domestic Assistants**

**MAIN PURPOSE** : **To provide guidance on food values and advise patients and the community on nutrition.**

#### **KEY OUTPUTS**

- (a) Guidance on food values given.
- (b) Patients with nutritional problems advised.
- (c) Community outreach services for provision of adequate nutrition carried out.
- (d) Accountability for financial and other resources carried out.
- (e) Discipline enforced.
- (f) Staff performance appraisal done.
- (g) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Participating in planning, budgeting, directing, coordinating, monitoring and evaluating nutritional programmes in the hospital.
- (b) Managing and accounting for the allocated resources.
- (c) Providing guidance on the purchasing of food and planning hospital meals.
- (d) Designing special diets for therapeutic purposes.
- (e) Advising/counselling people with nutritional problems.
- (f) Participating in community outreach services for adequate nutrition.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to staff.
- (i) Adhering to Professional Code of Conduct and Ethics.

- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting reports to Senior Hospital Administrator.

**PERSON SPECIFICATIONS**

Must have a degree in Nutrition/Dietetics or Food Science and Technology from a recognized Institution.

**JOB TITLE** : **COLD CHAIN TECHNICIAN**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U6**  
**REPORTS TO** : **Assistant District Health Officer/Principal Medical Officer**  
**RESPONSIBLE FOR** : **Cold Chain Assistant**

**MAIN PURPOSE** : **To install and maintain an efficient Cold Chain System for safe storage of vaccines and other drugs**

#### **KEY OUTPUTS**

- (a) Accountability for financial and other resources produced.
- (b) Cold Chain systems established.
- (c) Equipment for cold chain serviced and maintained.
- (d) Vaccines and other drugs safely stored.
- (e) Planning and budgeting for activities in Cold Chain unit carried.
- (f) Discipline enforced.
- (g) Staff performance appraisal done.
- (h) Periodic reports submitted.

#### **KEY ACTIVITIES**

- (a) Installing, maintaining and servicing refrigerators and report major faults to Central Workshop.
- (b) Preparing and keeping an up-to-date cold chain profile.
- (c) Ensuring that equipment is secure, functional and well maintained.
- (d) Planning, directing, budgeting, coordinating, monitoring and evaluating cold chain activities in Health units.
- (e) Managing and accounting for allocated resources.
- (f) Requisitioning for equipment and necessary supplies.
- (g) Participating in research activities.
- (h) Imparting knowledge and skills to staff and students.
- (i) Ensuring that staff adhere to Code of Conduct and Ethics.

- (j) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- (k) Compiling and submitting reports Assistant District Health Officer/Principal Medical Officer.

**PERSON SPECIFICATIONS**

Must have an Ordinary Diploma in Refrigeration and Air Conditioning or its equivalent from a recognized institution.



**JOB TITLE** : **COLD CHAIN ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U7**  
**REPORTS TO** : **Cold Chain Technician**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To assist in the installation and maintenance of an efficient Cold Chain System for safe storage of vaccines and other drugs.**

### **KEY OUTPUTS**

- (a) Cold chain systems established.
- (b) Cold chain equipment repaired.
- (c) Vaccines and other drugs safely stored.
- (d) Accountability for financial and other resources provided.
- (e) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Assisting in installing and maintaining Cold Chain System.
- (b) Identifying and repairing minor faults at site and report major ones to Central Workshop.
- (c) Assisting in preparing and keeping an up to date cold chain profile.
- (d) Managing and accounting for allocated resources.
- (e) Adhering to Code of Conduct and Ethics.
- (f) Participating in research activities.
- (g) Compiling and submitting periodic reports to Cold Chain Technician.

### **PERSON SPECIFICATIONS**

Must have a Certificate in Refrigeration and Air Conditioning or its equivalent from a recognized institution.

## CHAPTER 6

### OTHER HEALTH WORKERS

**JOB TITLE** : **THEATRE ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U6**  
**REPORTS TO** : **Nursing Officer in-charge Theatre**  
**RESPONSIBLE FOR** : **Theatre Attendant**

**MAIN PURPOSE** : **To prepare theatre for surgical operations and ensure sterility of instruments and other items needed for operation.**

#### **KEY OUTPUTS**

- (a) Operating theatre prepared.
- (b) Drums packed for sterilized.
- (c) Surgical waste safely disposed.
- (d) Cleanliness in theatre done.

#### **KEY ACTIVITIES**

- (a) Preparing theatre for surgical operation.
- (b) Assisting the surgical team, before, during and after operations.
- (c) Disposing of surgical waste safely.
- (d) Imparting knowledge and skills to Theatre Attendant.
- (e) Adhering to Code of Conduct and Ethics.

#### **PERSON SPECIFICATIONS**

- (a) Must have O'Level Certificate.
- (b) Must have Certificate in Theatre Techniques or its equivalent from a recognized Institution.

**JOB TITLE** : **THEATRE ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Theatre Assistant**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To clean theatre, collect and return patients to Ward after operation.**

#### **KEY OUTPUTS**

- (a) Cleanliness in theatre maintained.
- (b) Cleanliness and disinfection of surgical instruments done.
- (c) Drums packed for sterilization.
- (d) Patients collected and returned to Ward after operation.
- (e) Surgical waste safely disposed.

#### **KEY ACTIVITIES**

- (a) Cleaning theatre before and after operation.
- (b) Cleaning and disinfecting surgical instruments and equipment.
- (c) Packing drums for sterilization.
- (d) Laying trolleys with sterile instruments and equipment for operation.
- (e) Collecting and returning patients before and after operation.
- (f) Disposing of surgical waste safely.
- (g) Adhering to Code of Conduct and Ethics.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent:

**JOB TITLE** : **SENIOR MORTUARY ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U6**  
**REPORTS TO** : **Laboratory Technician**  
**RESPONSIBLE FOR** : **Mortuary Assistant**

**MAIN PURPOSE** : **To store human remains and prepare them for post mortem and ensure proper management of the unit.**

### **KEY OUTPUTS**

- (a) Human remains stored and record kept.
- (b) Human remains prepared for post mortem.
- (c) Safe disposal of mortuary waste ensured.
- (d) Regular fumigation of mortuary carried out.
- (e) Accountability for allocated resources produced.
- (f) Discipline enforced.
- (g) Periodic reports submitted.

### **KEY ACTIVITIES**

- (a) Ensuring proper record keeping of incoming and outgoing human remains.
- (b) Participating in post mortem.
- (c) Ensuring safe disposal of Mortuary waste.
- (d) Participating in planning and budgeting for the Mortuary unit.
- (e) Managing and accounting for allocated resources.
- (f) Preserving specimens for study.
- (g) Requisitioning for necessary supplies.
- (h) Ensuring that equipment other supplies are secure and well maintained.
- (i) Ensuring cleaning, disinfecting and regular fumigation of the mortuary.
- (j) Imparting knowledge and skills to junior workers.
- (k) Ensuring that staff adhere to Code of Conduct and Ethics.

- (l) Preventing occupational hazards.
- (m) Compiling periodic reports to Laboratory Technician.

#### **PERSON SPECIFICATIONS**

- (a) Must have O'Level Certificate.
- (b) Must have a Certificate in Mortuary Techniques or its equivalent from a recognized Institution.
- (c) Must have served for at least three (3) years as a Mortuary Assistant.

**JOB TITLE** : **MORTUARY ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U7**  
**REPORTS TO** : **Senior Mortuary Assistant**  
**RESPONSIBLE FOR** : **Mortuary Attendant**

**MAIN PURPOSE** : **To store human remains and prepare them for post mortem and assist in management of the unit.**

### **KEY OUTPUTS**

- (a) Human remains stored and a record kept.
- (b) Human remains prepared for post mortem.
- (c) Regular fumigation of mortuary carried out.
- (d) Accountability for allocated resources produced.

### **KEY ACTIVITIES**

- (a) Keeping proper record of incoming and outgoing human remains.
- (b) Participating in post mortem.
- (c) Disposing Mortuary waste safely.
- (d) Managing and accounting for allocated resources.
- (e) Requisitioning for equipment and other supplies.
- (f) Ensuring that equipment and other supplies is secure, functional and well maintained.
- (g) Cleaning, disinfecting and regular fumigation of the mortuary.
- (h) Imparting knowledge and skills to junior workers.
- (i) Preserving specimens for study.
- (j) Ensuring that staff adhere to Code of Conduct and Ethics.
- (k) Compiling and submitting reports to Senior Mortuary Assistant.

### **PERSON SPECIFICATIONS**

- (a) Must have O'Level Certificate.
- (b) Must have a certificate in Mortuary Techniques or its equivalent from a recognized Institution.

**JOB TITLE** : **MORTUARY ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Mortuary Assistant**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To assist in storing human remains and prepare them for post mortem.**

#### **KEY OUTPUTS**

- (a) Human remains stored and a record kept.
- (b) Unclaimed bodies reported.
- (c) Mortuary cleaned.
- (d) Mortuary waste safely disposed.

#### **KEY ACTIVITIES**

- (a) Receiving and keeping human remains from hospital and keep proper records.
- (b) Ensuring proper release of bodies to relatives.
- (c) Preparing bodies for post mortem.
- (d) Assisting Pathologist and Mortuary Assistants in carrying out post mortem.
- (e) Delivering Pathological specimens to the laboratory.
- (f) Collecting and disposing safely pathological remains.
- (g) Disinfecting and cleaning mortuary.
- (h) Adhering to Code of Conduct and Ethics.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent.



**JOB TITLE** : **PHARMACY ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Dispenser**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To clean, sterilize bottles and assist in compounding and labelling drugs.**

#### **KEY OUTPUTS**

- (a) Pharmacy and equipment cleaned.
- (b) Bottles for dispensing drugs cleaned and sterilized.
- (c) Compounded drugs labelled.
- (d) Pharmacy waste safely disposed.

#### **KEY ACTIVITIES**

- (a) Cleaning pharmacy equipment and bottles.
- (b) Assisting in compounding and labelling drugs.
- (c) Assisting the Dispenser in ferrying drugs to and from the unit.
- (d) Disposing safely pharmacy waste.
- (e) Adhering to Code of Conduct and Ethics.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent

**JOB TITLE** : **DARKROOM ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Radiographer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To assist the Radiographer in processing of X-ray films.**

#### **KEY OUTPUTS**

- (a) X-ray Darkroom and equipment cleaned and organized.
- (b) Chemicals for processing films prepared.
- (c) Films processed and arranged.
- (d) Waste chemicals and other materials disposed of safely.

#### **KEY ACTIVITIES**

- (a) Cleaning X-ray Darkroom and equipment.
- (b) Preparing chemicals for processing films.
- (c) Processing films and arranging them according to patients' details.
- (d) Disposing of X-ray waste safely.
- (e) Adhering to Code of Conduct and Ethics.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent.

**JOB TITLE** : **ANAESTHETIC ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Anaesthetic Officer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To assist Anaesthetic Officer during anaesthetic procedures.**

#### **KEY OUTPUTS**

- (a) Equipment and other materials for anaesthetic procedures prepared.
- (b) Assisting Anaesthetic Officer before, during and after anaesthetic procedures.
- (c) Patients collected and returned before and after anaesthetic procedures.
- (d) Anaesthetic equipment cleaned.
- (e) Anaesthetic waste safely disposed.

#### **KEY ACTIVITIES**

- (a) Cleaning and disinfecting anaesthetic equipment.
- (b) Preparing equipment for anaesthetic procedures.
- (c) Collecting and returning patients before and after anaesthetic procedures.
- (d) Assisting anaesthetic officer during anaesthetic procedures.
- (e) Disposing of anaesthetic waste safely.
- (f) Adhering to Code of Conduct and Ethics.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent.

**JOB TITLE** : **DENTAL ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Public Health Dental Officer**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To clean and sterilize dental equipment and assist during dental procedures.**

#### **KEY OUTPUTS**

- (a) Dental Unit cleaned.
- (b) Dental equipment and other materials sterilized.
- (c) Patients assisted.
- (d) Floors disinfected and dental waste safely disposed.

#### **KEY ACTIVITIES**

- (a) Cleaning and sterilizing dental equipment.
- (b) Preparing equipment and other materials for dental work.
- (c) Assisting patients during dental procedures.
- (d) Ensuring that the floors are properly disinfected.
- (e) Disposing of dental waste safely.
- (f) Adhering to Code of Conduct and ethics.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent.

**JOB TITLE** : **NURSING ASSISTANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Enrolled Nurse/Midwife/Enrolled Comprehensive Nurse**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **Assist Nurses in the provision of quality nursing care**

#### **KEY OUTPUTS**

- (a) Nurses assisted in delivery of quality health care.
- (b) Clean environment maintained.
- (c) First aid services given.

#### **KEY ACTIVITIES**

- (a) Participating in provision of health education.
- (b) Participating in delivery of family planning and immunization services.
- (c) Participating in maintaining a clean environment of the health unit.
- (d) Carrying out first aid services to casualties.
- (e) Participating in mobilizing and sensitizing communities for health services.

#### **PERSON SPECIFICATIONS**

- (a) Must have O'Level Certificate or its equivalent..
- (b) Training in Nursing Procedures.

**JOB TITLE** : **MENTAL ATTENDANT**  
**DEPARTMENT** : **Health**  
**SALARY SCALE** : **U8**  
**REPORTS TO** : **Enrolled Psychiatric Nurse**  
**RESPONSIBLE FOR** : **-**

**MAIN PURPOSE** : **To assist Psychiatric Nurses in providing nursing care to patients**

#### **KEY OUTPUTS**

- (a) Work/unit cleaned.
- (b) Patients assisted.
- (c) Patients observed.
- (d) Meals to patients served.

#### **KEY ACTIVITIES**

- (a) Assisting Nurses in providing nursing care to patients.
- (b) Participating in keeping patients clean (i.e. bathing them, cutting nails and hair, etc).
- (c) Assisting in the observation of patients.
- (d) Participating in preparing and serving meals to patients.
- (e) Ensuring that the environment is healthy and comfortable.
- (f) Ensuring maximum protection of patients, relatives and staff.
- (g) Adhering to Code of Conduct and Ethics.
- (h) Participating in psychiatric community outreach.

#### **PERSON SPECIFICATIONS**

Must have the Uganda Certificate of Education (O'Level) or its equivalent.

**LIST OF PARTICIPANTS AT THE NATIONAL CONSULTATIVE WORKSHOP ON RECRUITMENT GUIDELINES FOR HEALTH WORKERS IN DISTRICTS AND URBAN AUTHORITIES HELD ON 22<sup>ND</sup> AND 23<sup>RD</sup> SEPTEMBER 2005 AT COLLINE HOTEL MUKONO**

S/no	Name	Title	District/ Institution
1	Mr. G.W Kanya	Chairperson	Health Service Commission
2	Mrs. C.N Kabugo	Deputy Chairperson	Health Service Commission
3	Mr. Masereka - Mutiba	Member	Health Service Commission
4	Mr. L.L.O Kerchan	Member	Health Service Commission
5	Dr. C. Mwebesa	Member	Health Service Commission
6	Prof. G.B.Kirya	Member	Health Service Commission
7	Ms.C. Guwatudde	Secretary	Health Service Commission
8	Ms. D.B.N.Nasolo	Under Secretary	Health Service Commission
9	Mr. C.G. Twinomugisha	Commissioner Boards and Examination	Health Service Commission
10	Ms. M.N. Wasike	Assistant Commissioner Boards	Health Service Commission
11	Ms.J.F. Bagonza	Principal Personnel Officer	Health Service Commission
12	Mr. S.Eitu	Principal Personnel Officer	Health Service Commission
13	Mrs.B.Gafabusa	Principal Personal Secretary	Health Service Commission
14	Mrs. E.Nkajja	Senior Principal Personnel Assistant	Health Service Commission
15	Mrs.F. Byoleko	Senior Office Supervisor	Health Service Commission
16	Mr. D.Wamala Sserubiri	Senior Statistician	Health Service Commission
17	Mrs.D.Ntulume	Senior Personal Secretary	Health Service Commission
18	Prof. P.Muzaale	Chairperson	Public Service Commission
19	Mr. Okot Garimoi	Deputy Chairperson	Education Service Commission
20	Mr. Ubimo Okellowange	Chairperson District Service Commission	Nebbi
21	Mr.C. Rwanika	Chairperson District Service Commission	Kabale
22	Mr. V. Mayiga	Chairperson District Service Commission	Rakai
23	Mr.S.T.M. Eyedu	Chairperson District Service Commission	Soroti
24	Mr. G. Maguzi	Chairperson District Service Commission	Ntungamo
25	Mr.L.E.Lubega	Chairperson District Service Commission	Masaka

26	Mr. A .Gabu	Chairperson District Service Commission	Adjumani
27	Mr. J.T Chekwot	Chairperson District Service Commission	Kapchorwa
28	Ms. L.B.Kabanyoro	Chairperson District Service Commission	Kasese
29	Mr. D. Zziwa	Chairperson District Service Commission	Kibaale
30	Mr. P.M. Ekwang	Chairperson District Service Commission	Lira
31	Mr.P.M. Wejuli	Chairperson District Service Commission	Busia
32	Mr. Y. Biraali	Chairperson District Service Commission	Bushenyi
33	Mrs. P.K. Nshangano	Chairperson District Service Commission	Mbarara
34	Mr. Nsole Matovu	Chairperson District Service Commission	Nakasongola
35	Mr. M.Tembo	Chairperson District Service Commission	Masindi
36	Mr. R. Balyakumani	Chairperson District Service Commission	Jinja
37	Ms.M. Namusisi	For: Chairperson District Service Commission	Wakiso
38	Mr.J.S. Aliwaali	Chairperson District Service Commission	Mukono
39	Mr. N.Ahimbisibwe	Chief Administrative Officer	Nebbi
40	Mr.S. Katehangwa	Chief Administrative Officer	Kabale
41	Mr. P. Mubiru	Chief Administrative Officer	Rakai
42	Mr. G.W Omuge	Chief Administrative Officer	Soroti
43	Mr.J. Tumuhairwe	Chief Administrative Officer	Ntungamo
44	Mr. R.Kaggwa	For: Chief Administrative Officer	Masaka
45	Mr. L.Afeku	Chief Administrative Officer	Adjumani
46	Mr. A. Lachawu	Chief Administrative Officer	Kapchorwa
47	Mr.W.Musabe	For: Chief Administrative Officer	Kasese
48	Mr.J. Katontoroma	Deputy Chief Administrative Officer	Kibaale



49	Mr.D.Odwedo	Chief Administrative Officer	Lira
50	Mr.L.Nabaho	For: Chief Administrative Officer	Busia
51	Mr.E.Mugasha	For: Chief Administrative Officer	Bushenyi
52	Mr.S.Mpiima	For: Chief Administrative Officer	Kiboga
53	Mr.W.Kanyesigye	Chief Administrative Officer	Mbarara
54	Mr.L.Wadada	Chief Administrative Officer	Nakasongola
55	Mrs. G.Wanyenze	Chief Administrative Officer	Masindi
56	Mr. D. Mugulusi	Chief Administrative Officer	Jinja
57	Mr.G.Ntulume	Chief Administrative Officer	Wakiso
58	Mr.S.Kiyuba	Chief Administrative Officer	Mukono
59	Dr. Jakor	District Director of Health Services	Nebbi
60	Dr.P.Tusiime	District Director of Health Services	Kabale
61	Dr.R. Mayanja	District Director of Health Services	Rakai
62	Dr.N.Okwana	District Director of Health Services	Soroti
63	Dr. Kalikwisya	District Director of Health Services	Ntungamo
64	Dr.S.Musisi	District Director of Health Services	Masaka
65	Dr.R.Drabe	District Director of Health Services	Adjumani
66	Dr.A.M Boyo	District Director of Health Services	Kapchorwa
67	Dr.Kyamanywa	District Director of Health Services	Kibaale
68	Dr.Kusolo	District Director of Health Services	Lira
69	Dr.G.B.Oundo	District Director of Health Services	Busia
70	Dr.Katureebe	District Director of Health Services	Bushenyi
71	Dr.A.Muruta	District Director of Health Services	Kiboga

72	Dr.Amooti Bweera	District Director of Health Services	Mbarara
73	Dr.G. Ssekitto	District Director of Health Services	Nakasongola
74	Dr.Turyaganika	District Director of Health Services	Masindi
75	Dr.D.W.Kitimbo	District Director of Health Services	Jinja
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82	Mr.T Nsemereza	Secretary District Service Commission	Ntungamo
83	Mr. M. Sseremba	Secretary District Service Commission	Masaka
84	Mr. J. Okudra	Secretary District Service Commission	Adjumani
85	Mr.S.J.Bulalu	Secretary District Service Commission	Kapchorwa
86	Mr.E Mwesigwa	Secretary District Service Commission	Kasese
87	Mr.J.Kyaboona	Secretary District Service Commission	Kibaale
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100	Mr. Seru Moses	Senior Pharmacist	Allied Health Professionals Council (Pharmacy)
101	Mrs. S. Mbabaali	For: Registrar	Uganda Nurses and Midwives Council
102	Ms.E.Nassuna	General Secretary	Uganda Nurses and Midwives Union
103	Mrs.G.Sendyona	Assistant Commissioner	Public Service
104	Mr. D.Mpanga	Principal Management Analyst	Public Service
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107	Mr.J.J.Sonko	Principal Personnel Officer	Local Government

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|----|----------------------|---|-------------|
| 1. | Mrs C. N. Kabugo     | - | Chairperson |
| 2. | Mr Masereka Mutiba   | - | Member      |
| 3. | Mr. L. L. O. Kerchan | - | Member      |
| 4. | Dr C. Mwebesa        | - | Member      |
| 5. | Ms M. N. Wasike      | - | Secretary   |

Mrs D Ntulume, Senior Personal Secretary and Mrs G. Wajjik, Stenographer Secretary are also thanked for their secretarial input.

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