



# MINISTRY OF HEALTH

**DRAFT**

## SCHEME OF SERVICE FOR THE MEDICAL CLINICAL OFFICER S CADRE

**2021**

Acronyms .....	3
1. Introduction and Background .....	4
1.1 Functions of the Medical Clinical Cadre .....	4
1.2 Justification for Revising the Scheme Of Service.....	4
1.3 Objectives of the Scheme of Service .....	5
1.4 Composition of the Clinical Officers Cadre .....	6
2. Current Professional Structure for Medical Clinical Officers .....	7
2.1 Current Grading of Medical Clinical Officers in Uganda.....	7
2.2 Current Career Progression for Clinical Officers .....	9
2.3 Current Educational Programs for Clinical Officers Cadre .....	9
3. Administration and Implementation of The Scheme.....	10
3.1 Administration of the Scheme.....	10
3.2 Implementation of the Scheme .....	10
4. Revised Structure for Clinical Officers Cadre and Conversion to Revised Grading.....	12
4.1 Recommended Career growth for Clinical Officers in Uganda .....	17
5. Job Descriptions and Person Specifications.....	18
Principal Medical Clinical Officer .....	18
Senior Medical Clinical Officer.....	20
Medical Clinical Officer .....	22
Principal Assistant Medical Clinical Officer .....	24
Senior Assistant Medical Clinical Officer .....	26
Assistant Medical Clinical Officer .....	28
Senior Clinical Superintendent.....	30
Senior Assistant Clinical Superintendent.....	32
Principal Assistant Psychiatric Clinical Officer.....	34
Senior Assistant Psychiatric Clinical Officer .....	36
Assistant Psychiatric Clinical Officer .....	38
Principal Assistant Clinical Officer (Ear Nose and Throat) .....	40
Senior Assistant Clinical Officer (Ear Nose and Throat).....	42
Assistant Clinical Officer (Ear Nose and Throat) .....	44

## ACRONYMS

MCO	Medical Clinical Officer
AMCO	Assistant Medical Clinical Officer
BSc.CM	Bachelor of Science in Clinical Medicine and Community Health
CPD	Continuous Professional Development
EM	Emergency Medicine
HSDP	Health Sector Development Plan
HCIV	Health Center four
HCIII	Health Center three
HDU	High Dependency Unit
HC	Health Centre
HSC	Health Service Commission
GoU	Government of Uganda
GH	General Hospital
ICU	Intensive Care Unit
LG	Local Government
MDPC	Medical and Dental Professional Council
MoH	Ministry of Health
MSc	Master of Science
MDAs	Ministries Departments and Agencies
MoPS	Ministry of Public Service
NGO	Non-Governmental Organisation
NRH	National Referral Hospital
PAMCO	Principal Assistant Medical Clinical Officer
PhD	Philosophy of higher Degree
PHC	Primary Health Care
RRH	Regional Referral Hospital
SAMCO	Senior Assistant Medical Clinical Officer
UACE	Uganda Advanced Certificate of Education
AHPC	Allied Health Professionals Council

## **I. INTRODUCTION AND BACKGROUND**

The effective provision of healthcare in developing countries is affected by several factors such as lack of skilled personnel that can deal with the big burden of disease. In Uganda Clinical Officers together with other allied healthcare professionals, play a pivotal role in the delivery of primary healthcare at lower-level health centres where the majority of the population accesses services. Well trained Clinical Officers represent at least part of a solution to the problem of scarce medical personnel in the face of overwhelming demand for medical services in Uganda.

Clinical Officers trace their origins around 1918 when Dr. Albert Cook started training Africans to become skilled medical workers. In 1929, the Ugandan government recognized the importance of Clinical Officers and created official schools and the training curriculum which has evolved to date. To deal with the high demand for medical services in Uganda the post of a separate healthcare provider, termed a Medical Assistant, was developed in the 1960s. The title was officially changed to that of Clinical Officer in 1996. An official curriculum was established in 1975 for the Clinical Officers program. In 1995, public health was incorporated into the Clinical Officers curriculum, and the profession was clearly recognized as a means of addressing the public health needs of Uganda. The qualification required to practise as a Clinical Officer involves three years of training at specialist schools. There are currently 17 Clinical Officers' Schools in the Country which produce about 600 Clinical Officers every year.

### **I.1 Functions of a Medical Clinical Cadre**

The clinical work of Clinical Officers initially comprised the diagnosis and treatment of patients in primary healthcare. The role has however expanded and today Clinical Officers are also an integral part of district and regional hospitals. In the rural setting Clinical Officers are responsible for the assessment, management and, where necessary, referral of patient. In addition to their clinical work, Clinical Officers are also often responsible for the administrative duties of their respective health facilities.

A Medical Clinical Officer is therefore a qualified professional authorized to perform general or specialized medical duties such as diagnosis and treatment of diseases and injuries, ordering and interpreting medical tests, performing routine medical and surgical procedures, referring patient to other practitioners and managing health facilities and systems.

### **I.2 Justification for revising the scheme of service**

Uganda like many low and middle income countries is faced with human resources for health challenges. These include general understaffing, low numbers of health, poor retention of health workers in rural and remote areas, Clinicians overwhelmed by patients in need of life-saving emergency care. Innovations such as task shifting have proved effective in an attempt at strengthening and expanding the health workforce to improve access to care. It was against this background that in addition to the Diploma in Clinical Medicine and Community Health a degree

course was introduced in Uganda to enhance the capacity of Clinical Officers to manage medical conditions including obstetric or gynecological assessment and management particularly at the lower level facilities. However, the current scheme does not provide for the recruitment of the degree holders. The key justification for reviewing the scheme of service for Clinical Officers is to provide for the recruitment of the graduate Clinical Officers.

The important role played by the Medical Clinical Officers in delivery of healthcare requires having a motivated and skilled workforce. The nature of Clinical Officers calls for a streamlined human resource management through a comprehensive scheme of service. Unfortunately, currently there is no clearly defined scheme of service for the Medical Clinical Officers to facilitate the recruitment and motivation of clinical medicine cadres including graduates of Bachelor of Science Clinical Medicine and Community Health.

Low staff retention and motivation mainly stems from a lack of paths for career development. The current structure does not allow the Medical Clinical Officers to progress professionally. They join Clinical Officers training and graduate with Diploma. Their salary stays the same despite new responsibilities. This has led to some level of dissatisfaction and reduced morale amongst the cadre.

As we strive to transform Uganda into a middle-income Country, provision of quality clinical services, emergency services closer to the populace is a priority. The national health development plan aims at establishing and upgrading more health facilities to provide more complex medical services that require a higher level of skills in clinical services. Medical Clinical Officers play a key role in bridging this gap in the health workforce required to deliver services in these health facilities.

Uganda already has a wide base of trained Clinical Officers if strategically deployed at all levels, they can create an impact and decongest higher level facilities. Currently, most of the Clinical Officers with Diploma are mainly deployed health centre IIIs who most of the time doubles as the in charge.

### **1.3 Objectives of the Scheme of Service**

#### **1.3.1 Main objective of the scheme**

To provide for a clearly defined career structure which will facilitate attraction, motivation, and retention of suitably qualified and competent Medical Clinical Officers in the Public Service for improved health service delivery.

#### **1.3.2 Specific objectives**

The specific objectives of the scheme are to:

- a) Provides for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels
- b) Establishes standards for recruitment, training and advancement within the career structure based on qualifications, knowledge, merit and ability as reflected in performance and results.
- c) Provides for appropriate career planning and succession management.
- d) Provide for the absorption of graduate Medical Clinical Officers into the Public Service

#### **I.4 Composition of the Clinical Officer s Cadre**

Clinical Officer s in this scheme include:

- a) Medical Clinical Officers (Degree holders)
- b) Assistant Clinical Officers (Diploma holders)
- c) Assistant Clinical Officers (Ear Nose and Throat)
- d) Psychiatric Assistant Clinical Officers
- e) Ophthalmic Assistant Clinical Officers

## 2. CURRENT PROFESSIONAL STRUCTURE OF MEDICAL CLINICAL OFFICERS

### 2.1 Current Grading of Medical Clinical Officers in Uganda

The current grading was instituted several years back and there were no Bachelor of Science in Clinical Medicine and Community Health. The Medical Clinical Officers lack a clearly streamlined scheme of service. This document therefore presents a revised scheme of service for Medical Clinical Officers which incorporates the new advances in human resource development and healthcare delivery. The current grading includes:

- a) Clinical Officers (Diploma holders)
- b) Clinical Officers (Ear Nose and Throat)
- c) Psychiatric Clinical Officers
- d) Ophthalmic Clinical Officers

Table I(a): Current grading of Medical Clinical Officers within the healthcare system

SN	Title	Scale	Qualifications
1.	Principal Medical Clinical Officer	U3 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.</li> <li>• Registered with the Allied Health Professionals Council.</li> <li>• At least six (6) years' experience 3 of which are served at Senior Medical Clinical Officer level</li> </ul>
2.	Senior Medical Clinical Officer	U4 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.</li> <li>• Registered with the Allied Health Professionals Council.</li> <li>• At least 3 years' experience as Medical Clinical Officer</li> </ul>
3.	Medical Clinical Officer	U5 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.</li> <li>• Registered with the Allied Health Professionals Council.</li> </ul>

Table I(b): Current grading for Psychiatric Clinical Officers

SN	Title	Scale	Qualifications
1.	Principal Psychiatric Clinical Officer	U3 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Mental Health or its equivalent from a recognized Institution.</li> <li>• A Diploma in Health Services Management, Public Health or the equivalent from a recognized Institution</li> <li>• Registered with the Allied Health Professionals Council.</li> </ul>

			<ul style="list-style-type: none"> <li>At least six (6) years' experience 3 of which are at Senior Psychiatric Clinical Officer level</li> </ul>
2.	Senior Psychiatric Clinical Officer	U4 Med2	<ul style="list-style-type: none"> <li>A Diploma in Mental Health or its equivalent from a recognized Institution.</li> <li>Registered with the Allied Health Professionals Council.</li> <li>At least 3 years' experience as a Psychiatric Clinical Officer</li> </ul>
3.	Psychiatric Clinical Officer	U5 Med2	<ul style="list-style-type: none"> <li>A Diploma in Mental Health or its equivalent from a recognized Institution.</li> <li>Registered with the Allied Health Professionals Council.</li> </ul>

Table I(c): Current grading for Clinical Officers (Ear Nose and Throat)

SN	Title	Scale	Qualifications
1.	Principal Clinical Officer (ENT)	U3 Med2	<ul style="list-style-type: none"> <li>A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution.</li> <li>Registered with the Allied Health Professionals Council.</li> <li>At least six (6) years' experience.</li> </ul>
2.	Senior Clinical Officer	U4 Med2	<ul style="list-style-type: none"> <li>A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution.</li> <li>Registered with the Allied Health Professionals Council.</li> <li>At least 3 years' experience</li> </ul>
3.	Psychiatric Clinical Officer (ENT)	U5 Med2	<ul style="list-style-type: none"> <li>A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution.</li> <li>Should previously have served as a Clinical Officer or Registered Nurse/Midwife</li> <li>Registered with the Allied Health Professionals Council.</li> </ul>

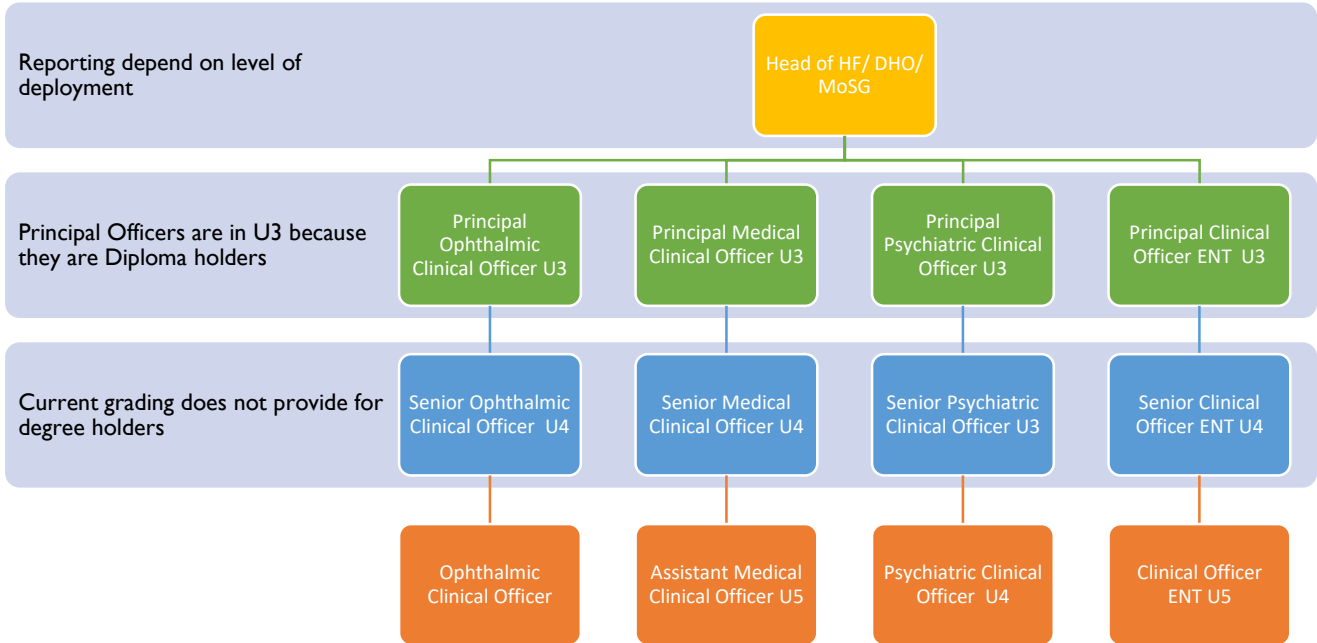
Table I(d): Current grading for Ophthalmic Clinical Officers

SN	Title	Scale	Qualifications
1.	Principal Ophthalmic Clinical Officer	U3 Med2	<ul style="list-style-type: none"> <li>A Diploma in Ophthalmology or its equivalent from a recognized Institution.</li> <li>Registered with the Allied Health Professionals Council with a valid practicing license.</li> <li>At least six (6) years' experience three of which should be at Senior Ophthalmic Clinical Officer level.</li> </ul>



2.	Senior Ophthalmic Clinical Officer	U4 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Ophthalmology or its equivalent from a recognized Institution.</li> <li>• At least three (3) years' experience in Ophthalmology.</li> <li>• Registered with the Allied Health Professionals Council with a valid practicing license.</li> </ul>
3.	Ophthalmic Clinical Officer	U5 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Ophthalmology from a recognized Institution.</li> <li>• Should previously have served as a Clinical Officer or Registered Nurse/Midwife</li> <li>• Registered with the Allied Health Professionals Council, with a valid practicing license.</li> </ul>

### 2.2 Current career progression for Clinical Officers



### 2.3 Current educational programs for Clinical Officers Cadre

The following are the education programs for Medical Clinical Officers in Uganda. These are:

- a) Bachelor of Science in Clinical Medicine and Community Health.
- b) Diploma in Clinical Medicine and Community Health.
- c) Diploma in Ophthalmology
- d) Diploma in Mental Health
- e) Diploma in Ear, Nose, Throat, Head and Neck Surgery

### **3. ADMINISTRATION AND IMPLEMENTATION OF THE SCHEME**

#### **3.1 Administration of the Scheme**

The responsibility for the proper and effective administration of this scheme of service shall rest with the Permanent Secretary Ministry of Health, Health Service Commission, Directors of Regional Referral Hospitals, National Referral Hospitals, Chief Administrative Officers, and Town Clerks in the respective Local Governments.

On the other hand, Ministries of Health, Public Service, Health Service Commission, relevant Governing Boards, Local Governments, and District Service Commissions shall be responsible for filling of vacant positions. In administering the Scheme, the Permanent Secretary Ministry of Health will ensure that all the provisions are strictly observed for fair and equitable treatment of all Clinical Officers in Uganda.

#### **3.2 Implementation of the Scheme**

The implementation of the scheme shall be done in accordance with the relevant provisions of the Public Service recruitment guidelines.

##### **3.2.1 Approval of new positions**

Implementation of positions created under this scheme shall be approved by the Permanent Secretary, Ministry of Public Service because a scheme of service does not constitute authority for creation of positions

##### **3.2.2 Recruitment and Promotion**

- a) Ministries, Departments, Agencies (MDAs) and Local Governments (LGs) shall seek for clearance from the Permanent Secretary, Ministry of Public Service to fill vacant positions. When filling a post that is provided for under the available wage bill for that financial year, the MDAs and LGs will directly declare the vacancies to the respective Service Commissions for filling. However, where there is no wage provision for filling the position in that financial year, the MDAs and LGs shall submit the vacancies to the Ministry of Public Service for clearance.
- b) Serving Officers with the required qualifications, relevant working experience and competences as prescribed in this Scheme of Service shall be eligible for promotion following interviews with the relevant Service Commission on a competitive basis.
- c) In situations where new titles have been created under this scheme, serving officers shall be re-designated to reflect the new changes.

- d) Attainment of higher qualifications does not lead to automatic promotion. Clinical Officers who acquire higher qualifications shall be eligible for promotion on a competitive basis, subject to the availability of vacancies and wage.

### **3.2.3 Deployment and staff rotation**

- a) Responsible Officers shall deploy and rotate Clinical Officers based on available positions and health facility needs.
- b) Responsible Officers shall rotate staff at least after every three to five years for purposes of job enrichment and enlargement.

### **3.2.4 Staff Performance**

The Responsible Officer of the respective MDA or LG shall have full responsibility for the management of the Clinical Officers who have been deployed. This shall include.

- a) Managing performance which involves performance planning, monitoring, improvement appraisals, rewards, and sanctions.
- b) Remunerating, training and development.
- c) Keeping custody of personal and confidential staff records.

### **3.2.5 Staff training**

- a) Training will be initiated and financed by the respective MDAs and LGs where the Officer is serving, in consultation with Ministries of Health, Public Service, and Education and Sports for professional and policy guidance.
- b) Newly recruited staff and those transferred shall be oriented and inducted into the service by the respective MDAs and LGs.
- c) For professional training that is not available in the country, arrangements should be made for training abroad, consistent with the needs of the work of the individual within available resources.

### **3.2.6 Ophthalmology Clinical Officers**

The detailed grading, including job descriptions and person specifications are provided for the schemes of service for Ophthalmology Cadre.

#### 4. REVISED STRUCTURE FOR CLINICAL OFFICERS CADRE AND CONVERSION TO REVISED GRADING

The revised structure for Clinical Officers cadre consists of:

- a) Medical Clinical Officers (Degree holders)
- b) Assistant Clinical Officers (Diploma holders)
- c) Assistant Clinical Officers (Ear Nose and Throat)
- d) Psychiatric Assistant Clinical Officers
- e) Ophthalmic Assistant Clinical Officers

In the revised structure the Medical Clinical Officers refer to degree holders, while the Assistant Clinical Officers are Diploma holders. The table below shows the revised career structure for Clinical Officers cadre in Uganda.

Table 2 (a): New grading of Medical Clinical Officers (Graduates)

SN	Title	Scale	Qualifications
1.	Principal Medical Clinical Officer	U2 Med2	<ul style="list-style-type: none"> <li>• Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognized University /Institution.</li> <li>• A Masters Degree in Public Health or the equivalent from a recognized University/Institution</li> <li>• Post graduate qualification in Health Services Management, Public Health or the equivalent from a recognized University/Institution</li> <li>• At least six (6) years' experience 3 of which should be as a Senior Medical Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
2.	Senior Medical Clinical Officer	U3 Med2	<ul style="list-style-type: none"> <li>• Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognized University/ Institution.</li> <li>• At least 3 years' experience as Medical Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
3.	Medical Clinical Officer	U4 Med2	<ul style="list-style-type: none"> <li>• Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognized University /Institution.</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>

Table 2(b): Revised grading of Assistant Medical Clinical Officers (Diploma Holders)

SN	Title	Scale	Qualifications
4.	Principal Assistant Medical Clinical Officer	U3 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.</li> <li>• Post basic qualification in Health Services Management, Public Health or its equivalent from a recognized Institution</li> <li>• At least six (6) years' experience 3 of which should be as a Senior Assistant Medical Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license.</li> </ul>
5.	Senior Assistant Medical Clinical Officer	U4 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.</li> <li>• At least 3 years' experience as Assistant Medical Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
6.	Assistant Medical Clinical Officer	U5 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>

Table 2(c): Revised grading for Psychiatric Clinical Officers

SN	Title	Scale	Qualifications
1.	Principal Assistant Psychiatric Clinical Officer	U3 Med 2	<ul style="list-style-type: none"> <li>• Diploma in Mental Health or its equivalent from a recognized Institution.</li> <li>• Post basic qualification in Health Services Management, Public Health or its equivalent from a recognised institution</li> <li>• Must have worked for at least six (6) years three (3) of which should be at a level of Senior Assistant Psychiatric Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
2.	Senior Assistant Psychiatric Clinical Officer	U4 Med 2	<ul style="list-style-type: none"> <li>• Diploma in Mental Health or its equivalent from a recognized Institution.</li> <li>• At least three (3) years relevant working experience as either Assistant Psychiatric Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
3.	Assistant Psychiatric Clinical Officer	U5 Med 2	<ul style="list-style-type: none"> <li>• Diploma in Mental Health or its equivalent from a recognized Institution.</li> </ul>

			<ul style="list-style-type: none"> <li>• Should previously have served as a Clinical Officer or Registered Nurse/Midwife</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
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Table 2(d): Revised grading of Clinical Officers (Ear Nose and Throat) ENT

SN	Title	Scale	Qualifications
1.	Principal Assistant Clinical Officer (ENT)	U3 Med 2	<ul style="list-style-type: none"> <li>• A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution</li> <li>• Post basic qualification in Health Services Management, Public Health or its equivalent in management or administration</li> <li>• Must have worked for at least six (6) years, three (3) of which should be at a level of Assistant Clinical Officer (ENT)</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
2.	Senior Assistant Clinical Officer (ENT)	U4 Med 2	<ul style="list-style-type: none"> <li>• A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution</li> <li>• At least three (3) years relevant working experience as Assistant Clinical Officer ENT</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
3.	Assistant Clinical Officer (ENT)	U5 Med 2	<ul style="list-style-type: none"> <li>• A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution</li> <li>• Should previously have served as a Assistant Clinical Officer or Registered Nurse/Midwife</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>

Table 2(e): Revised grading of Ophthalmic Clinical Officers

SN	Title	Scale	Qualifications
1.	Principal Assistant Ophthalmic Clinical Officer	U3 Med 2	<ul style="list-style-type: none"> <li>• Diploma in Ophthalmology or its equivalent from a recognized Institution.</li> <li>• Post basic qualification in health services management or its equivalent in management or administration</li> <li>• Must have worked for at least six (6) years as a Health Worker, three (3) of which should be at a level of Senior Assistant Ophthalmic Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>

2.	Senior Assistant Ophthalmic Clinical Officer	U4 Med 2	<ul style="list-style-type: none"> <li>• Diploma in Ophthalmology or its equivalent from a recognized Institution.</li> <li>• At least three (3) years relevant working experience as either Assistant Ophthalmic Officer, Clinical Officer or Assistant Nursing Officer / Midwifery.</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
3.	Assistant Ophthalmic Clinical Officer	U5 Med 2	<ul style="list-style-type: none"> <li>• Diploma in Ophthalmology or its equivalent from a recognized Institution.</li> <li>• Should previously have served as a Clinical Officer or Registered Nurse/Midwife</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>

Table 2(f): Structure for Management Positions

SN	Title	Scale	Qualifications
1.	Senior Clinical Superintendent	U3 Med2	<ul style="list-style-type: none"> <li>• Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognized University/ Institution.</li> <li>• Post graduate qualification in Health Services Management, Public Health or the equivalent from a recognized University/Institution</li> <li>• At least 3 years' experience as Medical Clinical Officer</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
2.	Clinical Superintendent	U4 Med2	<ul style="list-style-type: none"> <li>• Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognized University /Institution.</li> <li>• Post basic qualification in Health Services Management, Public Health or the equivalent from a recognized University/Institution</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>
3.	Senior Assistant Clinical Superintendent	U4 Med2	<ul style="list-style-type: none"> <li>• A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized University /Institution.</li> <li>• Post basic qualification in Health Services Management, Public Health or the equivalent from a recognized University/Institution</li> <li>• Registered and gazetted by AHPC, with a valid practicing license</li> </ul>

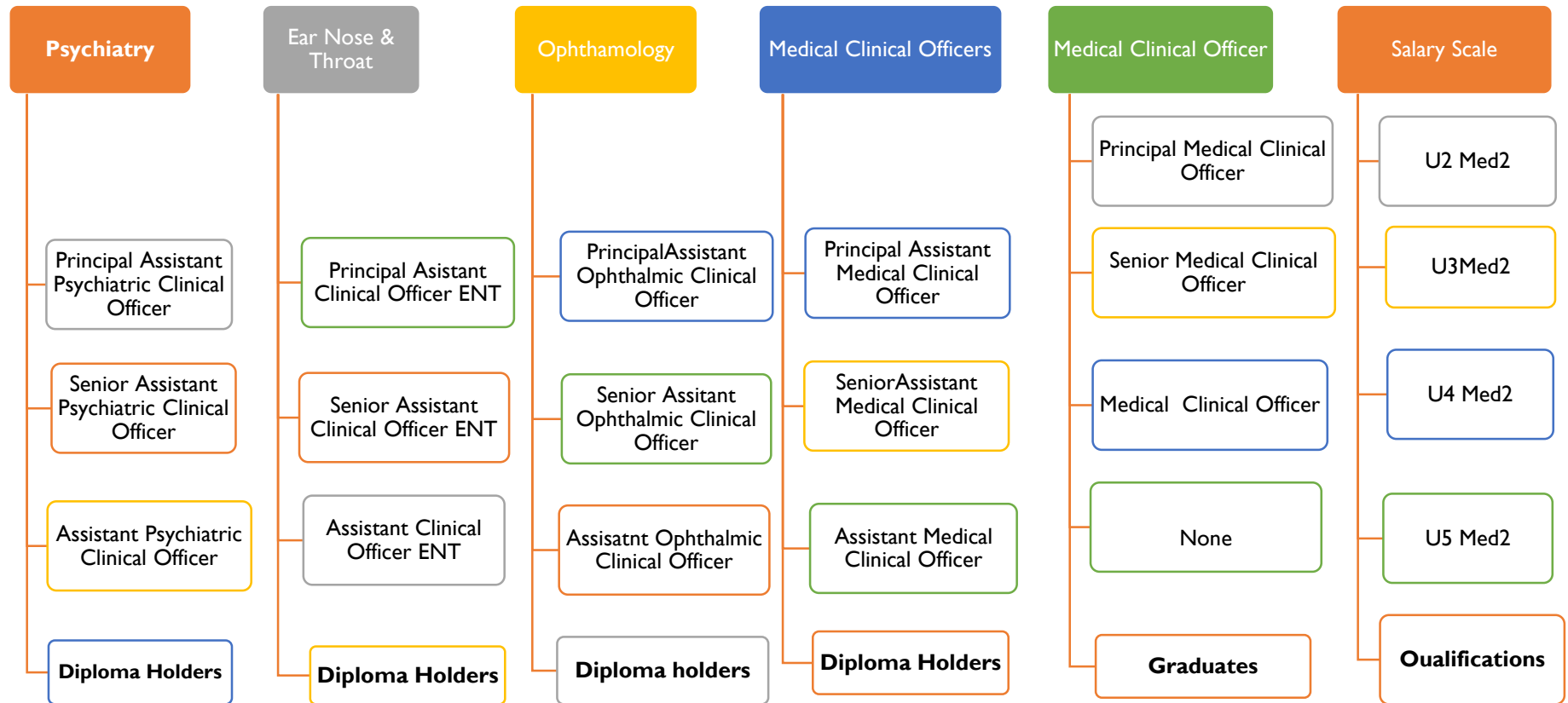
#### 4.1 Conversion to the new grading for Medical Clinical Officers

The Clinical Officers will convert to the new structure as indicated below:

<b>SN</b>	<b>Current</b>	<b>Revised</b>	<b>Scale</b>
1.	Principal Medical Clinical Officer	Principal Assistant Medical Clinical Officer	U3 Med2
2.	Senior Medical Clinical Officer	Senior Assistant Medical Clinical Officer	U4Med2
3.	Medical Clinical Officer	Assistant Medical Clinical Officer	U5 Med2
4.	Principal Psychiatric Clinical Officer	Principal Assistant Psychiatric Clinical Officer	U3 Med2
5.	Senior Psychiatric Clinical Officer	Senior Assistant Psychiatric Clinical Officer	U4Med2
6.	Psychiatric Clinical Officer	Assistant Psychiatric Clinical Officer	U5Med2
7.	Principal Clinical Officer (ENT)	Principal Assistant Clinical Officer (ENT)	U3 Med2
8.	Senior Clinical Officer (ENT)	Senior Assistant Clinical Officer (ENT)	U4 Med2
9.	Clinical Officer (ENT)	Assistant Clinical Officer (ENT)	U5Med2



## 4.2 Recommended Career growth for Clinical Officers in Uganda



## 5. Job Descriptions and Person Specifications

<b>Job title:</b>	Principal Medical Clinical Officer
<b>Salary scale:</b>	U2 Med2
<b>Reports to:</b>	Medical Superintendent or Hospital Director
<b>Directly supervise:</b>	Senior Medical Clinical Officer or Principal Assistant Medical Clinical Officer
<b>Job purpose:</b>	To diagnose, treat, manage patients and provide technical and managerial leadership in the delivery of services

### Duties and Responsibilities

- a) Providing quality clinical services to patients.
- b) Supporting the Medical Superintendent or Hospital Director organise and coordinate clinical services in the hospital.
- c) Co-ordinating safe patient care during both intra and inter-hospital transfers.
- d) Providing 24-hour coverage of clinical services and critical care services in the hospital.
- e) Evaluating and referring patients for specialised care services.
- f) Participating in research activities.
- g) Conducting continuing professional development programs.
- h) Preparing and submitting periodic reports.
- i) Participating in support supervision of Clinical Officer s
- j) Managing the performance of staff.

### Person specifications

#### I. Qualifications

- a) A Bachelor of Science degree in Clinical Medicine and Community Health or its equivalent from a recognized University/Institution.
- b) A Masters degree in Public Health or the equivalent from a recognized University/Institution.
- c) Post graduate qualification in either Health Services Management or the equivalent from a recognized University/ Institution.
- d) Registered and gazetted by AHPC, with a valid practising license

#### II. Experience

Must have at least six (6) years relevant working experience, three (3) of which must be at the level of a Senior Medical Clinical Officer in Government or the equivalent from a reputable Organisation.

### III. Competencies

#### Technical competencies

**a) Planning, organizing and coordinating**

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups working together.

**b) Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions and sets high expectations of performance and encourages winning behavior.

**c) Financial management**

- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Managing employee performance**

- Identifies competencies required of each job function for the achievement of those goals and can communicate that understanding to others
- Helps staff establish methods for self-assessment and performance improvement

#### Behavioural competencies

**a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Judgment, decision making and problem solving**

- Easily and quickly identifies causes and recommends the most workable course of action
- Takes a leading role in arriving at a decision

<b>Job title:</b>	<b>Senior Medical Clinical Officer</b>
<b>Salary scale:</b>	U3 Med2
<b>Reports to:</b>	Principal Medical Clinical Officer
<b>Directly supervise:</b>	Medical Clinical Officer or Senior Assistant Medical Clinical Officer
<b>Job purpose:</b>	To diagnose, treat, and manage patients in the hospital and community.

### **Duties and Responsibilities**

- a) Providing safe, quality, emergency clinical services to patients
- b) Providing safe patient care during both intra and inter-hospital transfers
- c) Providing 24-hour coverage of Clinical services in the hospital.
- d) Evaluating and referring patients for specialised care services.
- e) Participating in research activities and health data collection.
- f) Participating in continuing professional development programs.
- g) Prepare and submit periodic reports.
- h) Participating in support supervision of Clinical services
- i) Managing performance of staff.
- j) Participating in planning and budgeting for the hospital.

### **Person specifications**

#### **I. Qualifications**

- a) A Bachelor of Science degree in Clinical Medicine and Community Health or its equivalent from a recognized University/Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

#### **II. Experience**

Must have at least three (3) years relevant working experience as Medical Clinical Officer in Government or the equivalent from a reputable Organization.

#### **III. Competencies**

##### **Technical competencies**

- a) **Planning, organizing and coordinating**
  - Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups working together.
- b) **Coaching and mentoring**
  - Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions and sets high expectations of performance and encourages winning behavior.

c) **Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

d) **Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff
- Can assess staff performance

e) **Managing employee performance**

- Identifies competencies required of each job function for the achievement of those goals and can communicate that understanding to others
- Helps an individual clearly establish objectives for their job function and clarifies their job responsibilities and measures of success
- Helps staff establish methods for self-assessment and performance improvement

## **Behavioural competencies**

a) **Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) **Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) **Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

d) **Judgment, decision making and problem solving**

- Easily and quickly identifies causes and recommends the most workable course of action within good time
- Takes a leading role in arriving at a decision

<b>Job title:</b>	<b>Medical Clinical Officer</b>
<b>Salary scale:</b>	U4 Med2
<b>Reports to:</b>	Senior Medical Clinical Officer or Principal Assistant Medical Clinical Officer)
<b>Directly supervise:</b>	Senior Assistant Medical Clinical Officer
<b>Job purpose:</b>	To diagnose, treat and manage patients in the hospital and community.

## Key duties and Responsibilities

- a) Providing safe, quality Clinical services to patients.
- b) providing safe patient care during both intra and inter-hospital transfers
- c) Evaluating and referring patients for specialized Clinical Officer s and critical care services.
- d) Assisting the Senior Medical Clinical Officer to establish basic emergency care services for patients
- e) Conducting referrals for specialised services.
- f) Participating in research activities and health data management.
- g) Participating in continuing Professional Development Programs.
- h) Managing performance of staff.
- i) Participating in disaster management activities.
- j) Enforcing professional ethics and Service Codes of Conduct.
- k) Managing information and records in Clinical Officer s and critical care.

## Person specifications

### I. Qualifications

- a) A Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognised University/Institution.
- b) Registered and gazetted by AHPC, with a valid practising license

### II. Experience

No previous working experience is required.

### III. Competencies

#### Technical Competencies

##### a) Planning, Organizing and Coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

### **b) Coaching and Mentoring**

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Gives detailed instructions and/or on-the-job demonstration.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behavior that produces positive outputs.

### **c) Time management**

- Plans daily, weekly, quarterly, monthly and annually
- Maintains an organized work environment with easy access to necessary resources and files and with minimal clutter
- Uses an effective personal planning and scheduling tool
- Maintains an organized filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

### **d) Managing Employee Performance**

- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review
- Understands the organization's goals and objectives

## **Behavioural Competencies**

### **a) Concern for Quality and Standards**

- Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records
- Acts to improve performance and to ensure success.
- Monitors progress against key criteria

### **b) Results orientation**

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

### **c) Ethics and Integrity**

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Openly advocates for

<b>Job title:</b>	<b>Principal Assistant Medical Clinical Officer</b>
<b>Salary scale:</b>	U3 Med2
<b>Reports to:</b>	Principal Medical Clinical Officer
<b>Directly supervise:</b>	Senior Assistant Medical Clinical Officer
<b>Job purpose:</b>	To diagnose, treat and manage patients in the hospital and community.

## Key duties and Responsibilities

- a) Participating in planning, budgeting for clinical work
- b) Diagnosing, treating and managing patients.
- c) Conducting health education to patients.
- d) Participating in continuous professional development activities
- e) Participating in research activities.
- f) Supervising, coaching, mentoring and appraising staff.
- g) Adhering to the Code of Conduct and Ethics
- h) Accounting for allocated resources.
- i) Compiling and submitting reports

## Person Specifications

### I. Qualifications

- a) Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- b) Diploma in either Administration Management or its equivalent from a recognised Institution
- c) Registered and gazetted by AHPC, with a valid practising license

### II. Experience

Must have at least six (6) years relevant working experience, three (3) of which must be at Senior Assistant Medical Clinical Officer level in Government or its equivalent from a reputable organization

### III. Competencies

#### Technical competencies

- a) **Planning, organizing and coordinating**  
Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.



**b) Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

**c) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff
- Can assess staff performance

**Behavioural Competencies****a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Problem solving and decision making**

Takes care of macro and long-term consequences of decisions

**Job title:** Senior Assistant Medical Clinical Officer  
**Salary scale:** U4 Med2  
**Reports to:** Principal Assistant Medical Clinical Officer  
**Job purpose:** To diagnose, treat, and manage patients in the hospital and community.

## Key duties and Responsibilities

- a) Implementing community health care activities
- b) Managing and accounting for allocated resources.
- c) Supervising and coordinating Clinical services in the hospital.
- d) Requisitioning for equipment and other supplies.
- e) Ensuring that equipment is 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 reports.

## Person specifications

### I. Qualifications

- a) A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- b) Registered and licensed by AHPC, with a valid practicing license

### II. Experience

Must have at least three (3) years relevant working experience as a Medical Clinical Officer.

### III. Competencies

#### Technical Competencies

##### a) Planning, Organizing and Coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

##### b) Coaching and Mentoring

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Gives detailed instructions and/or on the-job demonstration

### **c) Time management**

- Plans daily, weekly, quarterly, monthly and annually
- Maintains an organized work environment with easy access to necessary resources and files
- Uses an effective personal planning and scheduling tool
- Maintains an organized filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

### **d) Managing Employee Performance**

- Is familiar with the present performance management system within the organisation and follows
- guidelines and standards for formal performance planning and review
- Understands the organization's goals and objectives.

## **Behavioural Competencies**

### **a) Concern for Quality and Standards**

- Endeavors to have clear information that relates to roles, performance expectations, tasks and accountability.
- Maintains current and thorough records
- Acts to improve performance and to ensure success.
- Monitors progress against key criteria

### **b) Results orientation**

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own
- department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

### **c) Ethics and Integrity**

- Does not require external monitoring to observe ethical standards but rather monitors own actions
- for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others

**Job title:** Assistant Medical Clinical Officer  
**Salary scale:** U5 Med2  
**Reports to:** Senior Assistant Medical Clinical Officer  
**Job purpose:** To diagnose, treat, and manage patients in the hospital and community.

## Key duties and Responsibilities

- a) Implementing Community Health Care activities
- b) Managing and accounting for allocated resources.
- c) Supervising and coordinating Clinical services in the hospital.
- d) Requisitioning for equipment and other supplies.
- e) Ensuring that equipment is 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 reports.

## Person specifications

### I. Qualifications

- a) A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized Institution.
- b) Registered and licensed by AHPC

### II. Experience

No experience needed

### III. Competencies

#### Technical Competencies

##### a) Planning, Organizing and Coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

##### b) Coaching and Mentoring

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behavior that produces positive outputs.

**c) Time management**

- Plans daily, weekly, quarterly, monthly and annually
- Maintains an organized work environment with easy access to necessary resources and files
- Uses an effective personal planning and scheduling tool
- Maintains an organized filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

**i) Behavioural Competencies**

**a) Concern for Quality and Standards**

- Endeavors to have clear information that relates to roles, performance expectations, tasks and accounts
- Maintains current and thorough records
- Acts to improve performance and to ensure success.
- Monitors progress against key criteria

**b) Results orientation**

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

**c) Ethics and Integrity**

- Does not require external monitoring to observe ethical standards but rather monitors own actions
- for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others.

<b>Job title:</b>	<b>Senior Clinical Superintendent</b>
<b>Salary scale:</b>	U3 (Med2)
<b>Reports to:</b>	DHO
<b>Directly supervise:</b>	Clinical Officers, Laboratory Staff, Nurses and Midwives
<b>Job purpose:</b>	To manage delivery of effective and efficient health services in the Unit and Health Centre

### Key duties and responsibilities

- a) Providing Planning and budgeting for health services delivery activities in the Health Centre
- b) Diagnosing, treating and managing patients
- c) Managing and accounting for allocated medical, fiscal and other resources
- d) Supervising health management information system
- e) Maintenance of the unit infrastructure and equipment
- f) Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre.
- g) Supervising, coaching, mentoring and appraising staff
- h) Coordinating the implementation of the Uganda National Minimum Health Care Package.

### Person Specifications

#### I. Qualifications

- a) Bachelor of Science in Clinical Medicine and Community Health or its equivalent from a recognized University/ Institution.
- b) Post graduate qualification in Health Services Management, Public Health or the equivalent from a recognized University/Institution
- c) Registered and gazetted by the Allied Health Professionals Council, with a valid practicing license

#### II. Experience

Must have at least three (3) years relevant working experience as Medical Clinical Officer in Government or the equivalent from a reputable Organization.

#### III. Competencies

##### Technical competencies

- a) **Planning, organizing and coordinating**
  - Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups working together.

### **Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior.

### **b) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

### **c) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff

### **d) Managing employee performance**

- Identifies competencies required of each job function for the achievement of those goals and can communicate that understanding to others
- Helps staff establish methods for self-assessment and performance improvement

## **Behavioural competencies**

### **a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

### **b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

### **c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

### **d) Judgment, decision making and problem solving**

- Easily and quickly identifies causes and recommends the most workable course of action within good time
- Takes a leading role in arriving at a decision

<b>Job title:</b>	<b>Senior Assistant Clinical Superintendent</b>
<b>Salary scale:</b>	U4 (Med2)
<b>Reports to:</b>	DHO
<b>Directly supervise:</b>	Clinical Officers, Laboratory Staff, Nurses and Midwives
<b>Job purpose:</b>	To manage delivery of effective and efficient health services in the Unit and Health Centre

### Key duties and responsibilities

- a) Providing Planning and budgeting for health services delivery activities in the Health Centre
- b) Diagnosing, treating and managing patients
- c) Managing and accounting for allocated medical, fiscal and other resources
- d) Supervising health management information system
- e) Maintenance of the unit infrastructure and equipment
- f) Requisitioning the procurement of equipment, medicines and other supplies for the Health Centre.
- g) Supervising, coaching, mentoring and appraising staff
- h) Coordinating the implementation of the Uganda National Minimum Health Care Package.

### Person Specifications

#### I. Qualifications

- a) A Diploma in Clinical Medicine and Community Health or its equivalent from a recognized University/ Institution.
- b) Post graduate qualification in Health Services Management, Public Health or the equivalent from a recognized University/Institution
- c) Registered and gazetted by the Allied Health Professionals Council, with a valid practicing license

#### II. Experience

Must have at least three (3) years relevant working experience as Medical Clinical Officer in Government or the equivalent from a reputable Organization.

#### III. Competencies

##### Technical competencies

- a) **Planning, organizing and coordinating**
  - Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups working together.



b) **Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior.

c) **Financial management**

- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

d) **Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters

e) **Managing employee performance**

- Identifies competencies required of each job function for the achievement of those goals and can communicate that understanding to others
- Helps staff establish methods for self-assessment and performance improvement

## **Behavioural competencies**

a) **Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) **Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) **Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

d) **Judgment, decision making and problem solving**

- Easily and quickly identifies causes and recommends the most workable course of action within good time
- Takes a leading role in arriving at a decision
- Takes follow up action to ensure that the decision made is implemented

<b>Job title:</b>	<b>Principal Assistant Psychiatric Clinical Officer</b>
<b>Salary scale:</b>	U3 Med2
<b>Reports to:</b>	Senior Medical Officer or Medical Superintendent
<b>Directly supervise:</b>	Senior Assistant Psychiatric Clinical Officer
<b>Job purpose:</b>	To diagnose, treat and manage patients with mental illness and ensure management of the unit.

## Key duties and Responsibilities

- a) Planning and budgeting for psychiatric clinical activities in the hospital
- b) Diagnosing and treating and referring patients with mental illness.
- c) Organizing and conducting community sensitization about mental health
- d) Initiating and participating in research activities.
- e) Coordinating continuous professional development.
- f) Enforcing the Professional Code of Conduct and Ethics
- g) Accounting for allocated resources
- h) Imparting knowledge and skills to students and staff.
- i) Managing performance of staff
- j) Compiling and submitting reports.

## Person Specifications

### I. Qualifications

- a) Diploma in Mental Health or its equivalent from a recognized Institution.
- b) Post basic qualification in Health Services Management, Public Health or its equivalent from a recognised institution
- c) Registered and gazetted by AHPC, with a valid practicing license

### II. Experience

Must have worked for at least six (6) years three (3) of which should be at a level of Senior Assistant Psychiatric Clinical Officer level in Government or its equivalent from a reputable organization

### III. Competencies

#### Technical competencies

#### a) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

**b) Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

**c) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff
- Can assess staff performance

**Behavioural Competencies**

**a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Problem solving and decision making**

Takes care of macro and long-term consequences of decisions

<b>Job title:</b>	<b>Senior Assistant Psychiatric Clinical Officer</b>
<b>Salary scale:</b>	U4 Med2
<b>Reports to:</b>	Principal Assistant Psychiatric Clinical Officer
<b>Directly supervise:</b>	Assistant Psychiatric Clinical Officer
<b>Job purpose:</b>	To diagnose, treat and manage patients with mental illness in the hospital and in the community

## Key duties and Responsibilities

- a) Diagnosing, treating and managing patients with mental illness.
- b) Participating in planning and management psychiatric activities.
- c) Managing and accounting for allocated resources.
- d) Referring complicated cases to Psychiatrist.
- e) Providing for protection of patients and staff.
- f) Sensitizing communities about mental health.
- g) Initiating and participating in research activities.
- h) Adhering to Professional Code of Conduct and Ethics.
- i) Carrying out human resource management activities like identifying human resource needs, training, promotional, leave and deployment.
- j) Compiling and submitting reports

## Person Specifications

### I. Qualifications

- a) Diploma in Mental Health or its equivalent from a recognized Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

### II. Experience

Must have worked for at least three years as Assistant Psychiatric Clinical Officer in Government or its equivalent from a reputable organization

### III. Competencies

#### Technical competencies

#### a) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

#### b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions

- Sets high expectations of performance and encourages winning behaviour.

**c) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff

## **Behavioural Competencies**

**a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Problem solving and decision making**

Takes care of macro and long-term consequences of decisions

<b>Job title:</b>	<b>Assistant Psychiatric Clinical Officer</b>
<b>Salary scale:</b>	U5 Med2
<b>Reports to:</b>	Senior Assistant Psychiatric Clinical Officer
<b>Directly supervise:</b>	Support Staff
<b>Job purpose:</b>	To diagnose, treat and manage patients with mental illness in the hospital and in the community

## Key duties and Responsibilities

- 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

### I. Qualifications

- a) Diploma in Mental Health or its equivalent from a recognized Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

### II. Experience

Should previously have served as a Clinical Officer or Registered Nurse or Midwife

### III. Competencies

#### Technical competencies

#### a) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

#### b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

**c) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff

**Behavioural Competencies**

**a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Problem solving and decision making**

Takes care of macro and long-term consequences of decisions

<b>Job title:</b>	<b>Principal Assistant Clinical Officer (Ear Nose and Throat)</b>
<b>Salary scale:</b>	U3 Med2
<b>Reports to:</b>	Senior Medical Officer or Medical Superintendent
<b>Directly supervise:</b>	Senior Assistant Clinical Officer (ENT)
<b>Job purpose:</b>	Diagnose, treat and manage illnesses and conditions relating to the ear, nose and throat, as well as surrounding areas such as the neck.

## Key duties and Responsibilities

- a) Planning and budgeting for ear, nose and throat clinical activities in the hospital
- b) Diagnosing and treating and referring ENT patients
- c) Initiating and participating in ENT research activities.
- d) Coaching and mentoring intern students and staff.
- e) Coordinating continuous professional development.
- f) Accounting for allocated resources
- g) Managing performance of staff
- h) Compiling and submitting reports.
- i) Enforcing the Professional Code of Conduct and Ethics

## Person Specifications

### I. Qualifications

- a) A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution.
- b) Post basic qualification in Health Services Management, Public Health or its equivalent from a recognised institution
- c) Registered and gazetted by AHPC, with a valid practicing license

### II. Experience

Must have worked for at least six (6) years three (3) of which should be at a level of Senior Assistant Clinical Officer (ENT) level in Government or its equivalent from a reputable organization

### III. Competencies

#### Technical competencies

#### a) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.



**b) Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

**c) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff

**Behavioural Competencies**

**a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Problem solving and decision making**

Takes care of macro and long-term consequences of decisions

<b>Job title:</b>	<b>Senior Assistant Clinical Officer (Ear Nose and Throat)</b>
<b>Salary scale:</b>	U4 Med2
<b>Reports to:</b>	Principal Assistant Clinical Officer (ENT)
<b>Directly supervise:</b>	Assistant Clinical Officer (ENT)
<b>Job purpose:</b>	To diagnose and treat illnesses and conditions relating to the ear, nose and throat, as well as surrounding areas such as the neck

## Key duties and Responsibilities

- a) Diagnosing, treating and managing ENT patients
- b) Participating in planning and management ENT activities.
- c) Managing and accounting for allocated resources.
- d) Referring complicated cases to Principal Assistant Clinical Officer (ENT)
- e) Initiating and participating in ENT research activities.
- f) Imparting knowledge and skills to students and staff.
- g) Adhering to Professional Code of Conduct and Ethics.
- h) Managing performance of staff
- i) Compiling and submitting reports

## Person Specifications

### I. Qualifications

- a) A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

### II. Experience

Must have worked for at least three years as Assistant Clinical Officer (ENT) in Government or its equivalent from a reputable organization

### III. Competencies

#### Technical competencies

#### a) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

#### b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions

- Sets high expectations of performance and encourages winning behaviour.

**c) Financial management**

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

**d) Human Resource Management**

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff

## **Behavioural Competencies**

**a) Concern for quality and standards**

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

**b) Results orientation**

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

**c) Leadership**

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

**d) Problem solving and decision making**

Takes care of macro and long-term consequences of decisions

<b>Job title:</b>	<b>Assistant Clinical Officer (Ear Nose and Throat)</b>
<b>Salary scale:</b>	U5 Med2
<b>Reports to:</b>	Senior Assistant Clinical Officer (ENT)
<b>Directly supervise:</b>	Support Staff
<b>Job purpose:</b>	To diagnose and treat illnesses and conditions relating to the ear, nose and throat, as well as surrounding areas such as the neck

## Key duties and Responsibilities

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

## Person Specifications

### I. Qualifications

- a) A Diploma in Ear, Nose, Throat, Head and Neck Surgery or its equivalent from a recognized Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

### II. Experience

Should previously have served as an Assistant Clinical Officer or Registered Nurse or Midwife

### III. Competencies

#### Technical competencies

#### a) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

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