

RESTRUCTURING THE ADDITIONAL DUTY HOURS ALLOWANCE

Part I of Volume II

JOB DESCRIPTIONS FOR ALLIED HEALTH STAFF II

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1.0 PHYSIOTHERAPY STAFF

1.1 PHYSIOTHERAPISTS

1.1.1 Physiotherapist

Job Title	:	Physiotherapist
Grade	:	Physiotherapist
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To provide quality physiotherapy services

Main Duties and Responsibilities

- Provide physiotherapy services in accordance with national standards
- Ensure safe use of physiotherapy equipment
- Participate in the education of patients, their families and the community to prevent injury and disability and to lead healthy lifestyles
- Participate in the promotion of community fitness programs
- Collaborate with other health professionals to provide in patient physiotherapy services
- Perform other official duties that may be assigned.

Communication and Working Relationships

- Maintain effective communication and working relationship with physiotherapy staff and other health workers
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of physiotherapy services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in surveys and audits.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the physiotherapy unit/section.

- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Physiotherapist

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc. Physiotherapy plus at least ONE (1) year internship or national service at a recognized health facility	MSc. Degree in Physiotherapy
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety Knowledge of Hospital Protocols	
Abilities and Skills	Demonstrated human relations and effective communication skills Ability to work under pressure Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	Computer skills
Personal Attributes	Approachable, flexible, logical and methodological,	

1.1.2 Senior Physiotherapist

Job Title	:	Physiotherapist
Grade	:	Senior Physiotherapist
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To provide quality physiotherapy services

Main Duties and Responsibilities

- Provide quality physiotherapy services to patients
- Provide supportive supervision to the junior physiotherapy staff in the unit.
- Participate in the orientation and in-service training of physiotherapy staff in the unit
- Educate patients, their families and the community to prevent injury and disability and to lead healthy lifestyles
- Promote community fitness programs
- Collaborate effectively with other health professionals to provide inpatient physiotherapy services
- Perform other official duty that may be assigned

Communication and Working Relationship

- Maintain effective communication and working relationship with the physiotherapy staff and other health workers
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of physiotherapy services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the physiotherapy staff.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day-to-day management of the physiotherapy unit/section including personnel matters and appropriate record keeping
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the physiotherapy unit/section.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Senior Physiotherapy

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc. Physiotherapy and a minimum of Three (3) years working experience at the level of Physiotherapists Continuous professional training in physiotherapy services	MSc. Degree in Physiotherapy
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety	
Abilities and Skills	Demonstrated human relations and effective communication skills Ability to work with a multi-disciplinary team. Ability to work under pressure Problem solving skill Ability to demonstrate and participate in effective team working A working knowledge in basic computer application Analytical skills Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity	

1.1.3 Principal Physiotherapist

Job Title	:	Physiotherapist
Grade	:	Principal Physiotherapist
Responsible To	:	Unit-In-Charge/Head of Department
Accountable To	:	Head of Facility

Job Purpose

To provide quality physiotherapy services and effectively manage physiotherapy unit

Main Duties and Responsibilities

- Provide quality physiotherapy services
- Maintain own case load
- Provide supportive supervision to physiotherapy staff in the unit.
- Participate in the development of guidelines and protocols for the operations of the physiotherapy service
- Contribute to staff management within the unit, ensuring provision of a clinically effective service to all patients referred to the Unit
- Be responsible for physiotherapy equipment in the unit
- Educate patients, their families and the community to prevent injury and disability and to lead healthy lifestyles
- Promote community fitness programs
- Collaborate effectively with other health professionals to provide inpatient physiotherapy services
- Contribute to the orientation and in-service training of physiotherapy staff in the unit

Communication and Working Relationship

- Maintain effective communication and working relationship with the physiotherapy staff and other health workers
- Attend and contribute at staff meetings
- Promote good team work
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of physiotherapy services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the physiotherapy Staff.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the effective running of the unit by ensuring that
 - Adequate supplies and logistics are available to meet the needs of the patients

- All equipment for patient use is kept in good working condition and are maintained regularly
- Maintain good standards of records of all physiotherapy activities relating to each client.
- Contribute to the preparation of units plans and budget
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the physiotherapy unit/section.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Principal**

Criteria	Essential	Desirable
<i>Educational Requirement and Experience</i>	BSc. Physiotherapy and a minimum of FIVE (5) years working experience at the grade of Senior Physiotherapist Continuous professional training in physiotherapy services Training in Management	MSc. Degree in Physiotherapy
<i>Knowledge</i>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety	
<i>Abilities and Skills</i>	Demonstrated human relations and effective communication skills Ability to manage under pressure	

	Problem solving skill Ability to demonstrate and participate in effective team working A working knowledge in basic computer application Supervisory skills Analytical skills Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity	

1.1.4 Deputy Chief Physiotherapist

Job Title	:	Chief Physiotherapist
Grade	:	Assistant Chief Physiotherapist
Responsible To	:	Head of Department
Accountable To	:	Head of Facility

Job Purpose

To provide advanced physiotherapy services and contribute to the development of physiotherapy services

Main Duties and Responsibilities

- Provide advanced physiotherapy services
- Provide support supervision for staff in department
- Play active role in the development of strategic plans for physiotherapy services
- Contribute to the development of systems, policies and procedures for the operations of the physiotherapy services
- Manage and develop the physiotherapy staff within the unit and care team, ensuring provision of a clinically effective service to all patients referred to the Unit (in and out patients).
- Ensure that the provision of physiotherapy services is in line with national standard of practice
- Promote community fitness programs
- Play active role in educating the general public to prevent injury and disability and to lead healthy lifestyles
- Contribute to the development of training programs for physiotherapy staff
- Contribute to the building of capacity of physiotherapy staff
- Contribute to the development of effective database for physiotherapy services
- Contribute to the monitoring of physiotherapy services
- Keep up to date with national and international developments in physiotherapy services.

Communication and Working Relationships

- Maintain effective communication and working relationship with the physiotherapy staff and other health workers
- Organize and attend meetings as required in connection with the physiotherapy services.
- Promote good team work
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of physiotherapy services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the physiotherapy staff.

- Play active role in the recruitment, selection, induction and retention of the Physiotherapists.
- Keep log of own performance and in-service training log for purposes of appraisal.
- Ensure performance appraisals for the Physiotherapists and other Support Staff in the physiotherapy unit.

Management

- Supervise and direct the activities of the Physiotherapists and other Support Staff in the physiotherapy unit
- Play active role in the effective running of the unit by ensuring that
 - Adequate supplies and logistics are available to meet the needs of the patients
 - All equipment for patient use is kept in good working condition and are maintained regularly
- Ensure good standards of record keeping for of all physiotherapy activities relating to each client.
- Ensure roster planning and monitoring
- Prepare plans and budget for the unit
- Prepare annual and other reports on unit's activities
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Undertake research and development programmes in the area of work

Health Safety Responsibilities

- Take care of own safety and ensure maintenance of safe working environment and procedures.
- Promote adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).

Quality Assurance

- Promote adherence to GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.
- Act as a role model in quality improvement.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.*

**Person Specification
Deputy Chief Physiotherapy**

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>BSc. Physiotherapy, postgraduate qualification (MSc. or equivalent) in Physiotherapy or related field; working experience at the level of Principal Physiotherapist plus continuous professional training; Management and Leadership training</p> <p>OR</p> <p>BSc. Physiotherapy, postgraduate qualification (MSc. or equivalent) in Physiotherapy or related field; minimum of 3 years working experience post graduate qualification at the level of senior physiotherapist plus continuous professional training; Management and Leadership training</p> <p>OR</p> <p>Bsc Physiotherapy plus minimum of five years working experience at the level of Principal Physiotherapist (or equivalent) plus continuous professional training; Management and Leadership training</p> <p>Experience with human resource issues Research experience Experience of working in a wide range of areas in physiotherapy.</p>	
Knowledge	<p>Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety Knowledge of Hospital Protocols</p>	
Abilities and Skills	<p>Demonstrated teaching, leadership, human relations and effective communication skills Ability to manage under pressure Problem solving skill Ability to demonstrate and participate in effective team working A working knowledge in basic computer application Supervisory skills Analytical skills</p>	
Personal Attributes	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity</p>	

1.1.5 Chief Physiotherapist

Job Title	:	Physiotherapist
Grade	:	Chief Physiotherapist
Responsible To	:	Head of Facility/Divisional Director
Accountable To	:	Head of Facility/Divisional Director

Job Purpose

To lead in the development of physiotherapy services and provide advanced physiotherapy services

Main Duties and Responsibilities

- Provide leadership for the development of systems, policies and procedures for the operations of the physiotherapy service
- Lead in the development of strategic plans for physiotherapy services
- Provide expert technical advice on matters relating to physiotherapy
- Lead in the development of technical guidelines, protocols and standards for physiotherapy services
- Lead in managing and developing physiotherapy staff within the physiotherapy department and care team, ensuring provision of a clinically effective service to all patients
- Ensure that appropriate physiotherapy services are designed and delivered to achieve the highest standards of care.
- Ensure promotion of community fitness programs
- Play a lead role in educating the general public to prevent injury and disability and to lead healthy lifestyles
- Lead in the development of training programs for physiotherapy staff
- Contribute to the building of capacity of physiotherapy staff
- Collaborate with ICD to ensure an equitable provision of therapy services
- Lead in the development of effective database for physiotherapy services
- Contribute to the monitoring of physiotherapy services
- Keep up to date with national and international developments in physiotherapy services.

Communication and working Relationships

- Maintain effective communication and working relationship with colleagues and other health workers and clients.
- Develop working partnership networks with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the physiotherapy services.
- Demonstrate effective leadership and promote good team work

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of physiotherapy services.
- Monitor own performance against agreed objectives and standards.

- Ensure Continuing Professional Development (CPD) of physiotherapy staff.
- Play active role in the recruitment, selection, induction and retention of physiotherapy staff.
- Ensure performance appraisal for the physiotherapy staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Provide leadership and supervise the activities of the Physiotherapists
- Oversee the running of the unit by ensuring that
 - Adequate supplies and logistics are available to meet the needs of the patients
 - All equipment for patient use is kept in good working condition and are maintained regularly
- Ensure good standards of record keeping for the physiotherapy services
- Ensure roster planning and monitoring
- Oversee the preparation of plans and budget for the unit
- Oversee the preparation of annual and other reports on unit's activities
- Devise improved job methods for increasing efficiency.

Research

- Undertake research and development programmes in the area of work

Health Safety Responsibilities

- Take care of own safety and ensure maintenance of safe working environment and procedures.
- Promote adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).

Quality Assurance

- Work within the prescribed quality standards for the oral health services
- Comply with the GHS quality assurance policy and guidelines.
- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs
- Keep up-to-date with quality developments relevant to area of work and related services.
- Act as a role model in quality improvement.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Chief Physiotherapist**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>BSc. Physiotherapy, Postgraduate qualification (MSc. Degree in Physiotherapy or related field or equivalent); Minimum of 5 years experience at the grade of Deputy Chief Physiotherapist</p> <p>Training in management and Leadership course Continuous professional training in physiotherapy services</p> <p>Management experience Experience with human resource issues Research experience Experience of working in a wide range of areas in physiotherapy. Experience in service development</p>	
<i>Knowledge</i>	<p>Knowledge and understanding of quality assurance Knowledge of Patient Charter Understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety</p>	
<i>Abilities and Skills</i>	<p>Demonstrated teaching, leadership, human relations and effective communication skills Ability to manage under pressure Problem solving skill Ability to demonstrate and participate in effective team working A working knowledge in basic computer application Supervisory skills Analytical skills</p>	
<i>Personal Attributes</i>	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and</p>	

1.2 PHYSIOTHERAPY ASSISTANTS

1.2.1 Physiotherapist Assistant

Job Title : Physiotherapy Assistant

Grade : Physiotherapy Assistant

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To assist Physiotherapists in the provision of physiotherapy services

Main Duties and Responsibilities

- Undertake a range of physiotherapy services within competence as directed by the Physiotherapist.
- Prepare patients/clients for manipulation, massage, electrotherapy, hydrotherapy exercises etc
- Assist in re-training patients to walk or to use devices such as walking frames, splints, crutches and wheelchairs
- Prepare and maintain work area, materials, and equipment.
- Protect all confidential information concerning patients obtained in the course of professional practice and make disclosures only with the patient consent or when disclosure can be appropriately justified.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to physiotherapy services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Work within the prescribed quality standards for physiotherapy services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Physiotherapy Assistant

Criteria	Essential	Desirable
Educational Qualification	Post SSCE certificate in physiotherapy at a recognized Health Institution	
Knowledge	Knowledge of Health and Safety Knowledge and understanding of quality assurance issues	
Abilities and Skills	Communicate effectively both orally and written. Ability to work under pressure Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Helpful approach to problem solving
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic Self discipline	

1.2.2 Senior Physiotherapist Assistant

Job Title	:	Physiotherapy Assistant
Grade	:	Senior Physiotherapy Assistant
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To assist the physiotherapist in the provision of physiotherapy services

Main Duties and Responsibilities

- Assist in the supervision of the junior Physiotherapy Assistants in the performance of their duties
- Undertake a range of physiotherapy services within competence as directed by the Physiotherapist.
- Prepare patients/clients for manipulation, massage, electrotherapy, hydrotherapy exercises etc
- Assist in re-training patients to walk or to use devices such as walking frames, splints, crutches and wheelchairs
- Prepare and maintain work area, materials, and equipment.
- Protect all confidential information concerning patients obtained in the course of professional practice and make disclosures only with the patient consent or when disclosure can be appropriately justified.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to physiotherapy services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Work within the prescribed quality standards for physiotherapy services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Physiotherapy Assistant

Criteria	Essential	Desirable
Educational Qualification and Experience	Post SSCE certificate in physiotherapy at a recognized Health Institution and a minimum of 3 years working experience at the grade of Physiotherapy Assistant plus continuing education in physiotherapy services	
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety	
Abilities and Skills	Communicate effectively both orally and written. Ability to work under pressure Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Helpful approach to problem solving
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic Self discipline	

1.2.3 Principal Physiotherapy Assistant

Job Title	:	Physiotherapy Assistant
Grade	:	Principal Physiotherapy Assistant
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To assist the physiotherapist in the provision of physiotherapy services

Main Duties and Responsibilities

- Supervise junior Physiotherapy Assistants in the performance of their duties
- Undertake a range of physiotherapy services within competence as directed by the Physiotherapist.
- Prepare patients/clients for manipulation, massage, electrotherapy, hydrotherapy exercises etc
- Assist in re-training patients to walk or to use devices such as walking frames, splints, crutches and wheelchairs
- Prepare and maintain work area, materials, and equipment.
- Maintain stock.
- Protect all confidential information concerning patients obtained in the course of professional practice and make disclosures only with the patient consent or when disclosure can be appropriately justified.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to physiotherapy services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Assist in the training of the Junior Physiotherapy Assistants and the new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Work within the prescribed quality standards for physiotherapy services.

- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service.*

Person Specification

Principal Physiotherapy Assistant

Criteria	Essential	Desirable
Educational Qualification and Experience	Post SSCE certificate in physiotherapy at a recognized Health Institution and a minimum of 5 years working experience at the grade of Senior Physiotherapy Assistant plus continuing education in physiotherapy services	
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety	
Abilities and Skills	Communicate effectively both orally and written. Ability to work under pressure Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Helpful approach to problem solving
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic Self discipline, assertiveness, approachable	

2.0 OCCUPATIONAL THERAPY STAFF

2.1 OCCUPATIONAL THERAPISTS

2.1.1 Occupational Therapist

Job Title : Occupational Therapist

Grade : Occupational Therapist

Responsible To : Head of Department

Accountable To : Head of Facility

Job Purpose

To provide occupational therapy to patients where physical injury, birth defects, emotional or functional problems have interfered with their ability to perform occupational tasks appropriate to their age and level of independence.

Main Duties and Responsibilities

- Test and evaluate patients' physical and mental abilities and limitations and establish treatment goals for the patients based on the evaluation.
- Educate patients and the caregivers about the goals of the occupational therapy program, methods of accomplishing goals, how to perform the home program and injury prevention.
- Administer therapy according to the established plan.
- Re-evaluate patients, assess their progress, and make recommendations regarding discharge.
- Prepare reports that detail progress of the patient and maintain the necessary records.
- Select activities that will help individuals learn work and life-management skills within limits of their mental and physical capabilities
- Recommend changes in patients' work or living environments, consistent with their needs and capabilities.
- Help clients improve decision-making, abstract reasoning, memory, sequencing, coordination and perceptual skills, using computer programs.
- Provide documentation of patient care according to established criteria.
- Participate in health promotion programs, group activities.
- Provide training and supervision in therapy techniques and objectives for students and nurses and other medical staff.
- Design and create, or requisition, special supplies and equipment, such as splints, braces and computer-aided adaptive equipment.
- Plan and implement programs and social activities to help patients learn work and school skills and adjust to handicaps.
- Advise on health risks in the workplace and on health-related transition to retirement.
- Undertake any other official duty that may be assigned

Communication and Working Relationships

- Maintain effective communication and working relationship with Occupational Therapy staff and other health workers
- Attend and contribute at staff meetings

- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of occupational therapy services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in surveys and audits.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the occupational therapy unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Occupational Therapist**

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc in Occupational Therapy plus one (1) year national service or internship training.	Postgraduate Degree in relevant field
Knowledge	<p>Knowledge of Psychology, Customer and Personal Service</p> <p>Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.</p> <p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of Patient Charter</p> <p>Knowledge of Health and Safety and Hospital Protocols</p>	
Skills	<p>Ability to communicate effectively</p> <p>Good planning and organizing, judgment and decision making skills.</p> <p>Problem solving skills</p> <p>Ability to motivate and inspire others</p> <p>Manual dexterity</p> <p>Able to assist and care for others -- providing personal assistance, emotional support, or other personal care to others such as coworkers, customers, or patients.</p>	Computer skill
Personal Attributes	<p>Be an active listener</p> <p>Approachable, flexible, logical, methodological.</p> <p>Evidence of enthusiasm, creativity and motivation</p>	

2.1.2 Senior Occupational Therapist

Job Title	:	Occupational Therapy
Grade	:	Senior Occupational Therapist
Responsible To	:	Head of Department
Accountable To	:	Head of Facility

Job Purpose

To provide occupational therapy to patients where physical injury, birth defects, emotional or functional problems have interfered with their ability to perform occupational tasks appropriate to their age and level of independence.

Main Duties and Responsibilities

- Supervise and direct the activities of subordinate staff in the occupational therapy unit.
- Test and evaluate patients' physical and mental abilities and limitations and establish treatment goals for the patients based on the evaluation.
- Educate patients and the caregivers about the goals of the occupational therapy program, methods of accomplishing goals, how to perform the home program and injury prevention.
- Administer therapy according to the established plan, utilizing appropriate procedures, equipment and techniques within the scope of practice of Occupational Therapy.
- Re-evaluate patients, assess their progress, and make recommendations regarding discharge.
- Prepare reports that detail progress of the patient and maintain the necessary records.
- Select activities that will help individuals learn work and life-management skills within limits of their mental and physical capabilities
- Recommend changes in patients' work or living environments, consistent with their needs and capabilities.
- Consult with rehabilitation team to select activity programs and coordinate occupational therapy with other therapeutic activities.
- Help clients improve decision-making, abstract reasoning, memory, sequencing, coordination and perceptual skills, using computer programs.
- Provide documentation of patient care according to established criteria.
- Participate in health promotion programs, group activities, or discussions to promote client health, facilitate social adjustment, alleviate stress, and prevent physical or mental disability.
- Provide training and supervision in therapy techniques and objectives for students and nurses and other medical staff.
- Design and create, or requisition, special supplies and equipment, such as splints, braces and computer-aided adaptive equipment.
- Plan and implement programs and social activities to help patients learn work and school skills and adjust to handicaps.
- Advise on health risks in the workplace and on health-related transition to retirement.
- Provide patients with assistance in locating and holding jobs
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication and working relationship with the occupational therapy staff and other health workers
- Develop working partnership networks with individuals, groups, communities and agencies.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of occupational therapy services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the occupational therapy staff.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day-to-day management of the occupational therapy unit including personnel matters and appropriate record keeping
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the occupational therapy unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Senior Occupational Therapist**

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc in Occupational Therapy and at least Three years working experience at the level of Occupational Therapist plus continuing professional development and training in management .	Postgraduate Degree in relevant field
Knowledge	<p>Knowledge of Psychology, Customer and Personal Service</p> <p>Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.</p> <p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of Patient Charter</p> <p>Knowledge of Health and Safety and Hospital Protocols</p>	
Skills	<p>Ability to communicate effectively</p> <p>Good planning and organizing, judgment and decision making skills.</p> <p>Problem solving skills</p> <p>Ability to motivate and inspire others</p> <p>Manual dexterity</p> <p>Able to assist and care for others -- providing personal assistance, emotional support, or other personal care to others such as coworkers, customers, or patients.</p>	Computer skill
Personal Attributes	<p>Be an active listener</p> <p>Approachable, flexible, logical, methodological.</p> <p>Evidence of enthusiasm, creativity and motivation</p>	

2.1.3 Principal Occupational Therapist

Job Title	:	Occupational Therapy
Grade	:	Principal Occupational Therapist
Responsible To	:	Head of Facility
Accountable To	:	Head of Facility

Job Purpose

To provide occupational therapy to patients where physical injury, birth defects, emotional or functional problems have interfered with their ability to perform occupational tasks appropriate to their age and level of independence.

Main Duties and Responsibilities

- Supervise junior Occupational Therapy staff by assigning work, training and evaluating performance.
- Test and evaluate patients' physical and mental abilities and limitations and establish treatment goals for the patients based on the evaluation.
- Educate the patient and the caregiver about the goals of the occupational therapy program, methods of accomplishing goals, how to perform the home program and injury prevention.
- Administer therapy according to the established plan, utilizing appropriate procedures, equipment and techniques within the scope of practice of Occupational Therapy.
- Re-evaluate patients, assess their progress, and make recommendations regarding discharge.
- Select activities that will help individuals learn work and life-management skills within limits of their mental and physical capabilities
- Recommend changes in patients' work or living environments, consistent with their needs and capabilities.
- Help clients improve decision-making, abstract reasoning, memory, sequencing, coordination and perceptual skills, using computer programs.
- Provide documentation of patient care according to established criteria.
- Participate in health promotion programs, group activities, or discussions to promote client health, facilitate social adjustment, alleviate stress, and prevent physical or mental disability.
- Design and create, or requisition, special supplies and equipment, such as splints, braces and computer-aided adaptive equipment.
- Plan and implement programs and social activities to help patients learn work and school skills and adjust to handicaps.
- Advise on health risks in the workplace and on health-related transition to retirement.
- Perform other official duties that may be assigned.

Communication and working Relationships

- Maintain effective communication and working relationship with the occupational therapy staff and other health workers
- Develop working partnership networks with individuals, groups, communities and agencies.
- Attend and contribute at staff meetings

- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of occupational therapy services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the occupational therapy staff.
- Keep up to date on job related issues as appropriate
- Participate in the recruitment and retention of Occupational Therapy staff in the facility.
- Participate in the orientation of new Occupational Therapy staff and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Take charge of the Occupational Therapy unit in the absence of the Chief and Assistant Chief Occupational Therapist
- Ensure regular availability of supplies and other logistics in the Occupational Therapy unit/department.
- Undertake roster planning and monitoring in the unit
- Maintain up-to-date records of activities in the unit.
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Prepare plans and budgets for the Occupational Therapy unit/department.
- Prepare and submit periodic report on the Occupational Therapy activities in the facility.

Research

- Participate in research and utilization of the research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply/ ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Liaise with the facility management and ensure that any advice on health and safety is implemented
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.

Quality Assurance

- Work within the prescribed quality standards for the Occupational Therapy services
- Comply with the GHS quality assurance policy and guidelines.
- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs
- Keep up-to-date with quality developments relevant to area of work and related services, alerting others to new developments and the implications of this for their practice.

- Act as a role model in quality improvement.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Occupational Therapist

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc in Occupational Therapy plus five (5) years working experience at the level of Senior Occupational Therapist plus evidence of leadership, management and continuing professional training.	Postgraduate Degree in relevant field
Knowledge	Knowledge of Psychology, Customer and Personal Service Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance. Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety and Hospital Protocols Experience with human resource issues and Research	
Skills	Ability to communicate effectively Good planning and organizing, judgment and decision making skills. Problem solving and analytical skills Computer skill Ability to motivate and inspire others Ability to manage under pressure Manual dexterity Able to assist and care for others -- providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.	
Personal Attributes	Be an active listener Approachable, flexible, logical, methodological. Evidence of enthusiasm, creativity and motivation	

2.1.4 Deputy Chief Occupational Therapist

Job Title	:	Occupational Therapist
Grade	:	Deputy Chief Occupational Therapist
Responsible to	:	Head of Department
Accountable to	:	Head of Facility

Job Purpose

To provide occupational therapy to patients where physical injury, birth defects, emotional or functional problems have interfered with their ability to perform occupational tasks appropriate to their age and level of independence

Main Duties and Responsibilities

- Play active role in the development of occupational therapy programmes in the country including the development and implementation of policies, systems and procedures for occupational therapy services
- Supervise equipment used in carrying out occupational therapy duties and ensure adherence to departmental equipment policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching, training and supervision of practice.
- Contribute to the planning, organizing, and conducting occupational therapy programs in hospital and institutional or community settings to help rehabilitate those impaired because of illness, injury or psychological or developmental problems.
- Consult with rehabilitation team to select activity programs and coordinate occupational therapy with other therapeutic activities.
- Help clients improve decision-making, abstract reasoning, memory, sequencing, coordination and perceptual skills, using computer programs.
- Play active role in health promotion programs, group activities, or discussions to promote client health, facilitate social adjustment, alleviate stress, and prevent physical or mental disability.
- Provide training and supervision in therapy techniques and objectives for students and nurses and other medical staff.
- Design and create, or requisition, special supplies and equipment, such as splints, braces and computer-aided adaptive equipment.
- Provide technical advice on health risks in the workplace and on health-related transition to retirement.
- Recommend changes in patients' work or living environments, consistent with their needs and capabilities
- Perform other official duties that may be assigned.

Communication and working Relationships

- Establish and maintain effective communication with staff, patients/clients, and visitors
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the Occupational Therapy services.

- Participate in medical conferences, staff meetings, team meetings, performance review and other related activities.
- Create good working relationships with all staff, patients/clients and visitors.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of occupational therapy services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the occupational therapy staff.
- Keep up to date on job related issues as appropriate
- Develop and conduct continuing education programs for the Occupational Therapy staff.
- Actively participate in the recruitment and retention of Occupational Therapy staff in the facility.
- Plan and conduct orientation of new Occupational Therapy staff and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure effective day-to-day management of the Occupational Therapy unit/department.
- Ensure regular availability of supplies and other logistics in the Occupational Therapy unit/department.
- Coordinate roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure that complete, accurate and up to date records are maintained in the unit/department in accordance with the GHS guidelines for record keeping.
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Supervise the preparation of plans and budgets for the Occupational Therapy unit/department.
- Supervise the preparation of periodic report on the Occupational Therapy activities in the facility.

Research

- Conduct research in the area of work and promote utilization of research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Liaise with the facility management and ensure that any advice on health and safety is implemented
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.

Quality Assurance

- Work within the prescribed quality standards for the Occupational Therapy services
- Comply with the GHS quality assurance policy and guidelines.
- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs
- Keep up-to-date with quality developments relevant to area of work and related services
- Act as a role model in quality improvement.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Chief Occupational Therapist

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>BSc in Occupational Therapy plus five (5) years working experience at the level of Principal Occupational Therapist plus evidence of leadership, management and continuing professional training;</p> <p><u>Or</u></p> <p>BSc in Occupational Therapy plus post graduate qualification at Masters level in a relevant area or its equivalent at the level of Principal Occupational Therapist plus evidence of leadership, management and continuing professional training;</p> <p><u>Or</u></p> <p>BSc in Occupational Therapy plus post graduate qualification at Masters level in a relevant area or its equivalent plus three (3) years post-postgraduate qualification working experience at the level Senior Occupational Therapist plus evidence of leadership, management and continuing professional training.</p> <p>Research Experience Broad experience in career counseling and guidance</p>	
Knowledge	<p>Knowledge of Psychology, Customer and Personal Service</p> <p>Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.</p> <p>Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.</p> <p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of Patient Charter</p> <p>Knowledge of Health and Safety and Hospital Protocols</p>	
Skills	Ability to communicate effectively	

	<p>Good planning and organizing, judgment and decision making skills.</p> <p>Complex problem solving skills</p> <p>Analytical skills</p> <p>Computer skill</p> <p>Leadership skills with the ability to motivate and inspire others</p> <p>Ability to manage under pressure</p> <p>Manual dexterity</p> <p>Able to assist and care for others -- Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.</p>	
Personal Attributes	<p>Approachable, flexible, logical, methodological.</p> <p>Evidence of enthusiasm, creativity and motivation</p>	

2.1.5 Chief Occupational Therapist

Job Title	:	Occupational Therapist
Grade	:	Chief Occupational Therapist
Responsible to	:	Divisional Director/Head of Facility
Accountable to	:	Divisional Director/Head of Facility

Job Purpose

To provide occupational therapy to patients where physical injury, birth defects, emotional or functional problems have interfered with their ability to perform occupational tasks appropriate to their age and level of independence

Main Duties and Responsibilities

- Be responsible for occupational therapy programmes in the country including the formulation of policies for the occupational therapy profession
- Be responsible for equipment used in carrying out Occupational Therapy duties.
- Lead in the planning, organizing, and conducting occupational therapy programs in hospital and institutional or community settings to help rehabilitate those impaired because of illness, injury or psychological or developmental problems.
- Coordinate the activities of the occupational therapist in the regions.
- Ensure that standard occupational therapy practice is maintained in all hospitals
- Advise on appropriate and adequate staffing of all occupational therapy departments
- Help clients improve decision-making, abstract reasoning, memory, sequencing, coordination and perceptual skills, using computer programs.
- Take a lead role in health promotion programs, group activities, or discussions to promote client health, facilitate social adjustment, alleviate stress, and prevent physical or mental disability.
- Provide training and supervision in therapy techniques and objectives for students and nurses and other medical staff.
- Design and create, or requisition, special supplies and equipment, such as splints, braces and computer-aided adaptive equipment.
- Advise on health risks in the workplace and on health-related transition to retirement.
- Recommend changes in patients' work or living environments, consistent with their needs and capabilities

Communication and working Relationships

- Establish and maintain effective communication with staff, patients/clients, and visitors
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the Occupational Therapy services.
- Participate in medical conferences, staff meetings, team meetings, performance review and other related activities.
- Create good working relationships with all staff, patients/clients and visitors.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of occupational therapy services.
- Monitor own performance against agreed objectives and standards.
- Ensure Continuing Professional Development (CPD) of the occupational therapy staff.
- Keep up to date on job related issues as appropriate
- Develop and conduct continuing education programs for the Occupational Therapy staff.
- Play active role in the recruitment and retention of Occupational Therapy staff in the facility.
- Plan and conduct orientation of new occupational therapy staff and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Be responsible for effective day-to-day management of the Occupational Therapy unit/department.
- Ensure regular availability of supplies and other logistics in the Occupational Therapy unit/department.
- Coordinate roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure that complete, accurate and up to date records are maintained in the unit/department in accordance with the GHS guidelines for record keeping.
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Lead in the preparation of plans and budgets for the Occupational Therapy unit/department.
- Lead in the preparation of periodic report on the Occupational Therapy activities in the facility.

Research

- Conduct research in the area of work and promote utilization of research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Promote adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Liaise with the facility management and ensure that any advice on health and safety is implemented

Quality Assurance

- Work within the prescribed quality standards for the Occupational Therapy services
- Comply with the GHS quality assurance policy and guidelines.
- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs
- Keep up-to-date with quality developments relevant to area of work and related services

- Act as a role model in quality improvement.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Chief Occupational Therapist

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc in Occupational Therapy plus post graduate qualification at Masters level in a relevant area or its equivalent plus five (5) years working experience at the level of Deputy Chief Occupational Therapist plus evidence of leadership, management and continuing professional training. Research Experience Broad experience in career counseling and guidance	
Knowledge	Knowledge of Psychology, Customer and Personal Service and Education and Training. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance. Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety and Hospital Protocols	
Skills	Ability to communicate effectively Good planning and organizing, judgment and decision making skills. Complex problem solving skills Analytical skills Computer skill Leadership skills with the ability to motivate and inspire others Ability to manage under pressure Manual dexterity	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation.	

2.2 OCCUPATIONAL THERAPY ASSISTANT

2.2.1 Occupational Therapy Assistant

Job Title : Occupational Therapy Assistant

Grade : Occupational Therapy Assistant

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide quality and efficient rehabilitative care to clients by carrying out planned rehabilitative programs under the supervision of the occupational therapist

Main Duties and Responsibilities

- Undertake a range of occupational therapy services as directed by the Occupational Therapist.
- Assist occupational therapists in implementing and administering therapy programs.
- Accompany patients on outings.
- Demonstrate therapy techniques.
- Encourage patients and attend to their physical needs to facilitate the attainment of therapeutic goals.
- Observe patients' attendance, progress, attitudes, and accomplishments.
- Perform clerical, administrative and secretarial duties.
- Prepare and maintain work area, materials, and equipment and maintain inventory of treatment and educational supplies.
- Report to supervisors or therapists on patients' progress, attitudes, attendance and accomplishments.
- Supervise patients in choosing and completing work details or arts and crafts projects.
- Provide personal assistance, medical attention, emotional support, or other personal care to others.
- Transport patients to and from the occupational therapy work area.
- Undertake minor repairs of tools and equipment.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to occupational therapy services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Work within the prescribed quality standards for occupational therapy services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Occupational Therapy Assistant

Criteria	Essential	Desirable
Educational Qualification and Experience	SSSCE plus NVTI in respective skills.	
Knowledge	General knowledge of symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures knowledge of Health and Safety	
Skills and Abilities	Communicate effectively both orally and written. Manual dexterity Ability to teach or instruct others Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic and a sense of humour Self Discipline and assertiveness	

2.2.2 Senior Occupational Therapy Assistant

Job Title	:	Occupational Therapy Assistant
Grade	:	Senior Occupational Therapy Assistant
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To provide quality and efficient rehabilitative care to clients by carrying out planned rehabilitative programs under the supervision of the occupational therapist

Main Duties and Responsibilities

- Undertake a range of occupational therapy services as directed by the Occupational Therapist.
- Assist occupational therapists in implementing and administering therapy programs.
- Accompany patients on outings.
- Demonstrate therapy techniques.
- Encourage patients and attend to their physical needs.
- Observe patients' attendance, progress, attitudes and accomplishments.
- Perform clerical, administrative and secretarial duties.
- Prepare and maintain work area, materials, and equipment, and maintain inventory of treatment and educational supplies.
- Report to supervisors or therapists on patients' progress, attitudes, attendance and accomplishments.
- Supervise patients in choosing and completing work details or arts and crafts projects.
- Provide personal assistance, medical attention, emotional support, or other personal care to others.
- Transport patients to and from the occupational therapy work area.
- Undertake minor repairs of tools and equipment.
- Perform other official duties that may be assigned.

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to occupational therapy services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions

- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Work within the prescribed quality standards for occupational therapy services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Occupational Therapy Assistant

Criteria	Essential	Desirable
Educational Qualification and Experience	SSSCE plus NVTI in respective skills and at least three (3) years working experience at the level of Senior Occupational Therapist plus continuous in-service training in occupational therapy services.	
Knowledge	General knowledge of symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures knowledge of Health and Safety	
Skills	Communicate effectively both orally and written. Manual dexterity Ability to teach or instruct others Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic and a sense of humour Self Discipline and assertiveness	

2.2.3 Principal Occupational Therapy Assistant

Job Title	:	Occupational Therapy Assistant
Grade	:	Principal Occupational Therapy Assistant
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To provide quality and efficient rehabilitative care to clients by carrying out planned rehabilitative programs under the supervision of the occupational therapist

Main Duties and Responsibilities

- Supervise and direct the activities of the junior Occupational Therapy Assistants
- Undertake a range of occupational therapy services as directed by the Occupational Therapist.
- Assist occupational therapists in implementing and administering therapy programs.
- Accompany patients on outings.
- Demonstrate therapy techniques.
- Encourage patients and attend to their physical needs.
- Observe patients' attendance, progress, attitudes and accomplishments.
- Perform clerical, administrative and secretarial duties.
- Prepare and maintain work area, materials, and equipment, and maintain inventory of treatment and educational supplies.
- Report to supervisors or therapists on patients' progress, attitudes, attendance and accomplishments.
- Supervise patients in choosing and completing work details or arts and crafts projects.
- Provide personal assistance, medical attention, emotional support, or other personal care to others.
- Transport patients to and from the occupational therapy work area.
- Undertake minor repairs of tools and equipment.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to occupational therapy services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions

- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Work within the prescribed quality standards for occupational therapy services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Occupational Therapy Assistant

Criteria	Essential	Desirable
Educational Qualification and Experience	SSSCE plus NVTI in respective skills plus five (5) years working experience at the level of Senior Occupational Therapist plus continuous in-service training in assistant occupational therapy services.	
Knowledge	General knowledge of symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures knowledge of Health and Safety	
Skills	Communicate effectively both orally and written. Manual dexterity Ability to teach or instruct others Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic and a sense of humour Self Discipline and assertiveness	

3.0 TECHNICAL OFFICERS—PROSTHETICS AND ORTHOTICS

3.1 Technical Officer - Prosthetics and Orthotics

Job Title : Technical Officer—Prosthetics and Orthotics

Grade : Technical Officer —Prosthetics and Orthotics

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To assess clients/ patients in need of prosthetics and orthotics services and to manufacture orthopedic appliances for the clients/ patients

Main Duties and Responsibilities

- Fabricate and assemble prosthetic/orthotic devices, including component parts, sockets, suspension systems as designed by the Supervisor
- Perform bench alignment of the device as specified by the Supervisor.
- Perform finishing operations on prostheses and orthoses, including the use of alignment transfer tools and equipment as directed.
- Take part in follow-up procedures in respect of maintenance, repair and replacement of the appliance.
- Undertake trial fitting and make corrections.
- Prepare requisition for materials from unit store and assist in ensuring efficient use of laboratory materials, equipment and tools
- Educate/ Counsel patients/ clients and relatives
- Schedule review appointments for patients/clients
- Perform other duties that may be assigned.

Communication and Working Relationships

- Maintain effective communication and working relationship with prosthetic and orthotic staff and other health workers in the facility
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of prosthetics and orthotics services.
- Monitor own performance against agreed objectives and standards.
- Keep abreast of new developments in materials, tools, equipment and processes, which apply to prosthetics and orthotics services.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff and clients/patients
- Comply with the GHS health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit.
- Report and record accidents/incidents and failings in equipment.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment and procedures.

Quality Assurance

- Work within the prescribed quality standards for the prosthetics and orthotics services
- Comply with the GHS quality assurance policy and guidelines.
- Participate in departmental and interdisciplinary quality improvement programs

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification

Technical Officer—Prosthetics and Orthotics

Criteria	Essential	Desirable
Educational Qualification and Experience	Diploma in Prosthetics and Orthotics and at least one (1) year national service or internship in a recognised health facility.	Advance Diploma in Prosthetics and Orthotics
Knowledge	Knowledge and understanding of prosthetics and orthotics care system Knowledge and understanding of biomechanics, anatomy, prosthetic and orthotic devices etc Knowledge and understanding of user/device matching and fitting and alignment principles Knowledge of Health and Safety	
Skills	Communicate effectively both orally and written. Good interpersonal skills Problem solving skill Manual dexterity Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	Computer skills
Personal Attributes	Evidence of enthusiasm, creativity and motivation towards service developments.	

3.2 Senior Technical Officer—Prosthetics and Orthotics

Job Title	:	Technical Officer—Prosthetics and Orthotics
Grade	:	Senior Technical Officer—Prosthetics and Orthotics
Responsible To	:	Unit-In-Charge/ Head of Department
Accountable To	:	Head of Facility

Job Purpose

To assess clients/ patients in need of prosthetic and orthotic services and to manufacture orthopedic appliances for the clients/ patients

Main Duties and Responsibilities

- Fabricate and assemble prosthetic/orthotic devices, including component parts, sockets, suspension systems as designed by the Supervisor
- Perform bench alignment of the device as specified by the Supervisor.
- Perform finishing operations on prostheses and orthoses, including the use of alignment transfer tools and equipment as directed.
- Take part in follow-up procedures in respect of maintenance, repair and replacement of the appliance.
- Undertake trial fitting and make corrections.
- Ensure that appliances and casts are of good quality
- Prepare requisition for materials from unit store and assist in ensuring efficient use of laboratory materials, equipment and tools
- Educate/ Counsel patients/ clients and relatives
- Schedule review appointments for patients/clients
- Perform other duties that may be assigned.

Communication and Working Relationships

- Maintain effective communication and working relationship with prosthetic and orthotic staff and other health workers in the facility
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of prosthetics and orthotics services.
- Monitor own performance against agreed objectives and standards.
- Take part and contribute to the process of continuing professional development of the prosthetics and orthotics staff.
- Keep abreast of new developments in materials, tools, equipment and processes, which apply to prosthetics and orthotics services.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise the activities of the junior Technical Officers and the supporting staff as appropriate
- Participate in the management of workshop activities including:
 - Use and maintenance of tools and equipment
 - Inventory and stock control
 - Personnel matters
 - Appropriate record keeping

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff and clients/patients
- Comply with the GHS health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit.
- Report and record accidents/incidents and failings in equipment.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment and procedures.

Quality Assurance

- Work within the prescribed quality standards for the prosthetics and orthotics services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient’s Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification

Senior Technical Officer—Prosthetics and Orthotics

Criteria	Essential	Desirable
Educational Qualification and Experience	Diploma in Prosthetics and Orthotics and at least three (3) years working experience at the level of Technical Officer plus continuing professional development.	Advance Diploma in Prosthetics and Orthotics
Knowledge	Knowledge and understanding of prosthetics and orthotics care system Knowledge and understanding of biomechanics, anatomy, prosthetic and orthotic devices etc Knowledge and understanding of user/device matching and fitting and alignment principles Knowledge of Health and Safety Knowledge and understanding of quality assurance issues	
Skills	Communicate effectively both orally and written. Good interpersonal skills	

	Problem solving skill Basic knowledge of the use of personal computer Manual dexterity Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Evidence of enthusiasm, creativity and motivation towards service developments.	

3.3 Principal Technical Officer—Prosthetics and Orthotics

Job Title	:	Technical Officer—Prosthetics and Orthotics
Grade	:	Principal Technical Officer—Prosthetics and Orthotics
Responsible To	:	Unit-In-Charge/ Head of Department
Accountable To	:	Head of Facility

Job Purpose

To assess clients/ patients in need of prosthetic and orthotic services and to manufacture orthopedic appliances for the clients/ patients

Main Duties and Responsibilities

- Play active role in the implementation of policies, systems and procedures for the day-to-day operations of the prosthetic and orthotic department/unit within the facility.
- Provide technical advice on the design of the prosthetic/orthotic device interface, suspension and selection of the proper components
- Assist and advise on relevant aspects of pre-surgical, medical and therapeutic management of individuals requiring prosthetic/ orthotic devices
- Take casts and measurements required for proper fabrication and fitting
- Undertake trial fitting and make the necessary corrections.
- Carry out fitting, static and dynamic alignment and where appropriate, preliminary training and initial check-out
- Schedule review appointments for patients/clients
- Perform and/or supervise fabrication of the prosthesis or orthosis
- Take part in follow-up procedure as well as maintenance, repair and replacement of the appliances
- Educate/counsel patients/ clients and relatives on safety measures in the use and care of the devices
- Endorse requisition for materials from unit store in the absence of the Chief Technical Officer/Assistant Technical Officer- Prosthetics and Orthotics
- Make a professional contribution to and take part in community rehabilitation programmes
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication and working relationship with prosthetic and orthotic staff and other health workers in the facility
- Collaborate and consult with others engaged in the management of the patient/user
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of prosthetics and orthotics services.
- Monitor own performance against agreed objectives and standards.

- Take part and contribute to the process of continuing professional development of the prosthetics and orthotics staff.
- Keep abreast of new developments in materials, tools, equipment and processes, which apply to prosthetics and orthotics services.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise the activities of the junior Technical Officers and the supporting staff as appropriate
- Participate in the management of workshop activities including:
 - Use and maintenance of tools and equipment
 - Inventory and stock control
 - Personnel matters
 - Appropriate record keeping
- Contribute to devising improved job methods for increasing efficiency in the unit
- Play active role in the preparation of work plans, budgets and periodic reports for the activities of the unit
- Take part in planning and implementation of technical orthopaedic care systems

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff and clients/patients
- Comply with the GHS health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit.
- Report and record accidents/incidents and failings in equipment.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment and procedures.

Quality Assurance

- Work within the prescribed quality standards for the prosthetics and orthotics services
- Comply with the GHS quality assurance policy and guidelines.
- Participate in departmental and interdisciplinary quality improvement programs

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient’s Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification Senior Technical Officer—Prosthetics and Orthotics

Criteria	Essential	Desirable
<i>Educational Qualification and</i>	Diploma in Prosthetics and Orthotics and at least five (5) years working experience at the level of Senior Technical Officer plus continuing professional development.	Advance Diploma in Prosthetics and Orthotics

Experience	Experience in: Measurement and casting Cast rectification Dynamic alignment, fitting and delivery Workshop technology	
Knowledge	Knowledge and understanding of prosthetics and orthotics care system Knowledge and understanding of biomechanics, anatomy, prosthetic and orthotic devices etc Knowledge and understanding of user/device matching and fitting and alignment principles Knowledge of Health and Safety Knowledge and understanding of quality assurance issues	
Skills	Communicate effectively both orally and written. Good interpersonal skills Problem solving skill Computer skills Manual dexterity Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Evidence of enthusiasm, creativity and motivation towards service developments.	

3.4 Assistant Chief Technical Officer—Prosthetics and Orthotics

Job Title	:	Technical Officer—Prosthetics and Orthotics
Grade	:	Assistant Chief Technical Officer-Prosthetics and Orthotics
Responsible To	:	Unit-In-Charge/ Head of Department
Accountable To	:	Head of Facility

Job Purpose

To assess clients/ patients in need of prosthetic and orthotic services and to manufacture orthopedic appliances for the clients/ patients

Main Duties and Responsibilities

- Contribute to the development of policies, systems and procedures for the day-to-day operations of the prosthetic and orthotic department/unit within the facility.
- Identify physical and other relevant characteristics of the patient/user.
- Formulate a range of prosthetic or orthotic designs including selection of materials, components and additional aids.
- Provide technical advice on the design of the prosthetic/orthotic device interface, suspension and selection of the proper components
- Assist and advise on relevant aspects of pre-surgical, medical and therapeutic management of individuals requiring prosthetic/ orthotic devices
- Take all casts and measurements required for proper fabrication and fitting
- Modify positive and/or negative models and/ or layouts of design to obtain optimal fit and alignment
- Carry out fitting, static and dynamic alignment and where appropriate, preliminary training and initial check-out
- Schedule review appointments for patients/clients
- Perform and/or supervise fabrication of the prosthesis or orthosis
- Take part in follow-up procedure as well as maintenance, repair and replacement of the appliances
- Educate/counsel patients/ clients and relatives on safety measures in the use and care of the devices
- Endorse requisition for materials from unit store
- Make a professional contribution to and take part in community rehabilitation programmes
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication and working relationship with prosthetic and orthotic staff and other health workers in the facility
- Collaborate and consult with others engaged in the management of the patient/user
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of prosthetics and orthotics services.
- Monitor own performance against agreed objectives and standards.
- Take part and contribute to the process of continuing professional development of the prosthetics and orthotics staff.
- Keep abreast of new developments in materials, tools, equipment and processes, which apply to prosthetics and orthotics services.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise the activities of the junior Technical Officers and the supporting staff as appropriate
- Manage workshop activities including:
 - Use and maintenance of tools and equipment
 - Inventory and stock control
 - Personnel matters
 - Appropriate record keeping
- Devise improved job methods for increasing efficiency in the unit
- Ensure preparation of work plans, budgets and periodic reports for the activities of the unit
- Play active role in planning and implementation of technical orthopaedic care systems

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff and clients/patients
- Ensure/comply with the GHS health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit.
- Ensure maintenance of a safe, clean, and pleasant working environment and procedures.

Quality Assurance

- Work within the prescribed quality standards for the prosthetics and orthotics services
- Comply with the GHS quality assurance policy and guidelines.
- Participate in departmental and interdisciplinary quality improvement programs

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification
Person Specification
Assistant Chief Technical Officer—Prosthetics and Orthotics

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>Diploma in Prosthetics and Orthotics plus five (5) years working experience at the level of Principal Technical Officer - Prosthetics and Orthotics plus continuous professional training in Prosthetics and Orthotics and training in management;</p> <p style="text-align: center;">Or</p> <p>Diploma in Prosthetics and Orthotics plus Advanced Diploma in a relevant area at the level of Principal Technical Officer - Prosthetics and Orthotics plus continuous professional training in Prosthetics and Orthotics and training in management;</p> <p style="text-align: center;">Or</p> <p>Diploma in Prosthetics and Orthotics plus Advanced Diploma in a relevant area plus three (3) years post Advance Diploma working experience at the level of Senior Technical Officer - Prosthetics and Orthotics plus continuous professional training in Prosthetics and Orthotics and training in management.</p> <p>Experience in: Measurement and casting Cast rectification Dynamic alignment, fitting and delivery Workshop technology</p>	
Knowledge	<p>Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Understanding of the GHS administrative set up and policies Knowledge of Health and Safety Knowledge and understanding of prosthetics and orthotics care system Knowledge and understanding of biomechanics, anatomy, prosthetic and orthotic devices etc Knowledge and understanding of user/device matching and fitting and alignment principles</p>	
Skills	<p>Communicate effectively both orally and written. Management skills Ability to manage under pressure Excellent interpersonal skills Problem solving skill Ability to demonstrate and participate in effective team working Computer skills Supervisory and analytical skills Ability to initiate and maintain clear, concise documentation</p>	
Personal Attributes	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments</p>	

3.5 Chief Technical Officer—Prosthetics and Orthotics

Job Title	:	Technical Officer- Prosthetics and Orthotics
Grade	:	Chief Technical Officer - Prosthetics and Orthotics
Responsible To	:	Divisional Director/Head of Facility
Accountable To	:	Divisional Director/Head of Facility

Job Purpose

To ensure efficient and effective management of the prosthetic and orthotic services for quality health care delivery

Main Duties and Responsibilities

- Be responsible for development and implementation of policies, systems and procedures for the operations of the prosthetic and orthotic services
- Ensure that standard and appropriate prosthetic and orthotic services are designed and delivered.
- Mobilize resources for capacity building in the area of prosthetic and orthotic practice, education, management and research
- Formulate a range of prosthetic or orthotic designs including selection of materials, components and additional aids.
- Provide technical advice on the design of the prosthetic/orthotic device interface, suspension and selection of the proper components
- Advise on relevant aspects of pre-surgical, medical and therapeutic management of individuals requiring prosthetic/ orthotic devices
- Coordinate prosthetic and orthotic services at the national/regional/local level.
- Monitor quality of prosthetic and orthotic practice through performance standards and statistical information
- Identifies material and equipment needs of the centers
- Monitor and advise on staffing levels of prosthetic and orthotic staff in the country
- Make a professional contribution to and take part in community rehabilitation programmes

Communication and Working Relationships

- Maintain effective communication and working relationship with prosthetic and orthotic staff and other health workers in the facility
- Collaborate and consult with others engaged in the management of the patient/user
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of prosthetics and orthotics services.
- Monitor own performance against agreed objectives and standards.

- Plan and organize training programmes for technical and other staff concerned with prosthetics and orthotics.
- Ensure continuing professional development of the prosthetics and orthotics staff.
- Keep abreast of new developments in materials, tools, equipment and processes, which apply to prosthetics and orthotics services.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Provide leadership and supervise the activities of the Technical Officers and the supporting staff as appropriate
- Ensure effective day-to-day management of the National Prosthetic and Orthotics Centre
- Provide regular reports on prosthetic and orthotic services to the Divisional Director
- Ensure that complete, accurate and up to date records are maintained for prosthetic and orthotic services at the national level
- Ensure the most effective use of approved resource.
- Identify and participate in any cost improvement measures as required.
- Promote a positive image for GHS/NPOC
- Devise improved job methods for increasing efficiency
- Ensure preparation of work plans, budgets and periodic reports for the activities of the unit
- Play active role in planning and implementation of technical orthopaedic care systems

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff and clients/patients
- Promote adherence to GHS health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit.
- Ensure maintenance of a safe, clean, and pleasant working environment and procedures.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement, offering advice and support to others.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Participate in departmental and interdisciplinary quality improvement programs

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

**Person Specification
Chief Technical Officer—Prosthetics and Orthotics**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>Diploma in Prosthetics and Orthotics plus Advanced Diploma in relevant field and at least five (5) years working experience at the level of Assistant Chief Technical Officer - Prosthetics and Orthotics plus leadership and continuous professional training in Prosthetics and Orthotics.</p> <p>Experience in: Measurement and casting Cast rectification Dynamic alignment, fitting and delivery Workshop technology Management and leadership</p>	
Knowledge	<p>Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Understanding of the GHS administrative set up and policies Knowledge of Health and Safety Knowledge and understanding of prosthetics and orthotics care system Knowledge and understanding of biomechanics, anatomy, prosthetic and orthotic devices etc Knowledge and understanding of user/device matching and fitting and alignment principles</p>	
Skills	<p>Communicate effectively both orally and written. Leadership skills Ability to manage under pressure Excellent interpersonal skills Problem solving skill Ability to demonstrate and participate in effective team working Computer skills Supervisory and analytical skills Ability to initiate and maintain clear, concise documentation</p>	
Personal Attributes	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments</p>	

4.0 DIETHERAPY STAFF

4.1 DIETICIANS

4.1.1 Dietician

Job title	: Dietician
Grade	: Dietician
Responsible To	: Head of Unit
Accountable To	: Head of Department

Job Purpose

- To formulate and plan therapeutic diets to clients/patients based on medical and physical condition in accordance with physician orders and general dietetic standards and rules
- To counsel patients and their families about specific diets

Main Duties and Responsibilities

- Provide in patient and outpatient dietherapy services
- Consult with clinician and other health personnel to determine nutritional needs and diet restrictions for clients/patients.
- Assess patients' nutritional status and screen for potential risks in a timely manner.
- Plan and implement appropriate therapeutic diets for clients/patients
- Formulate menus for therapeutic diets based on medical and physical condition of clients/patients.
- Monitor patients' response to the daily nutrient intake making appropriate recommendations for nutritional intervention when necessary.
- Assist in planning patient menus and/or menu modifications according to approved diet manual.
- Supervise activities of Diet Cooks .
- Collaborate with catering officer to provide nutritional care for inpatients
- Educate patients/families and groups on nutritional care of medical conditions
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication and working relationship with work colleagues and other health workers in the facility
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of dietetic services.
- Assist in the training of diet cooks in the proper preparation and cooking techniques to assure that quality and quantity standards are met.

- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in surveys and audits.

Health Safety Responsibilities

- Take care of own safety and that of other staff in the dietherapy unit.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Dietician

Criteria	Essential	Desirable
Educational Qualification And Experience	Degree in dietetics and evidence of 1year national service or internship in a recognized health institution	
Knowledge	Knowledge on diet and health Understanding the importance of hygiene, Health and Safety	
Skills & Abilities	Good communication Computer literacy skills Demonstrated human relation skills Ability to work under pressure Ability to relate to people from differing backgrounds Analytical skills Ability to initiate and maintain clear, concise documentation	
Personal Attributes	High standard personal hygiene Smart appearance Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous and trustworthy	

4.1.2 Senior Dietician

Job title : Dietician
Grade : Senior Dietician
Responsible To : Head of Department/Unit
Accountable To : Head of Facility

Job Purpose

- To formulate and plan therapeutic diets to clients/patients based on medical and physical condition in accordance with physician orders and general dietetic standards and rules
- To counsel patients and their families about specific diets

Main Duties and Responsibilities

- Provide in patient and outpatient dietherapy services
- Consult with clinicians and other health personnel to determine nutritional needs and diet restrictions for clients/patients.
- Assess patients' nutritional status and screen for potential risks in a timely manner.
- Plan and implement appropriate therapeutic diets for clients/patients
- Formulate menus for therapeutic diets based on medical and physical condition of clients/patients.
- Monitor patients' response to the daily nutrient intake making appropriate recommendations for nutritional intervention when necessary.
- Assist in planning patient menus and/or menu modifications according to approved diet manual.
- Inspect in-patient meals to ensure that they conform to prescribed diets.
- Supervise activities of Diet Cooks
- Collaborate with catering officer to provide nutritional care for inpatients
- Monitor patient satisfaction to dietherapy services
- Educate patients/families and groups on nutritional care of medical conditions
- Educate groups/ communities on healthy diets
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other health workers in the facility
- Collaborate and consult with medical staff engaged in the management of the patient/client
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.
- Create good working relationships with all staff, patients/clients and visitors.
- Be visible and approachable resource for both staff and client for dietetic services

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of dietetic services.
- Monitor own performance against agreed objectives
- Keep up to date on job related issues as appropriate.
- Train diet cooks in the proper preparation and cooking techniques to assure that quality and quantity standards are met.
- Assist in the training of other health workers on healthy diets
- Contribute to Continuing Professional Development of the Dieticians and Diet Cooks
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day-to-day management of the dietherapy unit including personnel matters and appropriate record keeping
- Undertake/participate in roster planning and monitoring in the unit
- Assist in ensuring effective and efficient use of human and material resources in the unit
- Participate in the preparation of work plans, budgets and reports for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in the research in dietherapy and related fields.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence of the GHS Health and Safety Policies and enforce the use of equipment or personal protective equipment provided to ensure safety.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the In-Charge
- Assist the In-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs
- Comply with the GHS quality assurance policy and guidelines.
- Maintain up-to-date standard of practice in dietetic services

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
 - Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Senior Dietician**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	1 st degree in dietetics and a registered dietician plus at least 3 years working experience at the grade of Dietician; Evidence of continuing professional development	
<i>Knowledge</i>	Knowledge on diet and health Knowledge and understanding of quality assurance issues Understanding the importance of hygiene, Health and Safety Knowledge of patients charter	
<i>Skills & Abilities</i>	Good communication Computer literacy skills Demonstrated human relation skills Ability to work under pressure Ability to relate to people from differing backgrounds Supervisory skills Analytical skills Ability to initiate and maintain clear, concise documentation	
<i>Personal Attributes</i>	High standard personal hygiene Smart appearance Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous and trustworthy	

4.1.3 Principal Dietician

Job title	: Dietician
Grade	: Principal Dietician
Responsible To	: Head of Department/ Head of Facility
Accountable To	: Head of Facility

Job Purpose

- To formulate and plan therapeutic diets to clients/patients based on medical and physical condition in accordance with physician orders and general dietetic standards and rules
- To counsel patients and their families about specific diets

Main Duties and Responsibilities

- Provide inpatient and outpatient dietherapy services
- Manage own case load
- Consult with clinician and other health personnel to determine nutritional needs and diet restrictions for clients/patients.
- Assess patients' nutritional status and screen for potential risks in a timely manner.
- Plan and implement appropriate therapeutic diets for clients/patients
- Formulate menus for therapeutic diets based on medical and physical condition of clients/patients.
- Monitor patients' response to the daily nutrient intake making appropriate recommendations for nutritional intervention when necessary.
- Inspect in-patient meals to ensure that they conform to prescribed diets.
- Supervise activities of staff in the unit
- Monitor patient satisfaction to diatherapy services in the facility
- Maintain up-to-date standard of practice in dietetic services.
- Educate patients and their families on nutritional needs and/or diets; assesses patients' understanding of and compliance with prescribed diet principles.
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other health workers in the facility
- Collaborate and consult with medical staff engaged in the management of the patient/client
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.
- Create good working relationships with all staff, patients/clients and visitors.
- Be visible and approachable resource for both staff and client for dietetic services

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of dietetic services.
- Monitor own performance against agreed objectives
- Keep up to date on job related issues as appropriate.
- Train diet cooks in the proper preparation and cooking techniques to assure that quality and quantity standards are met.
- Assist in the training of other health workers on healthy diets
- Contribute to Continuing Professional Development of the Dieticians and Diet Cooks
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day-to-day management of the dietherapy unit including personnel matters and appropriate record keeping
- Undertake/participate in roster planning and monitoring in the unit
- Ensure effective and efficient use of human and material resources in the unit
- Play active role in the preparation of work plans, budgets and reports for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in the research in dietherapy and related fields.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence of the GHS Health and Safety Policies and enforce the use of equipment or personal protective equipment provided to ensure safety.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the In-Charge
- Assist the In-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs
- Comply with the GHS quality assurance policy and guidelines.
- Maintain up-to-date standard of practice in dietetic services

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Principal Dietician**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	1 st degree in dietetics and a registered dietician plus at least 5 years working experience at the grade of Senior Dietician; Evidence of continuing professional development and management training Management and supervisory experience	
<i>Knowledge</i>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety	
<i>Abilities and Skills</i>	Demonstrated leadership, human relations and effective communication skills Ability to manage under pressure Problem solving skill Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Supervisory skills Analytical skills Ability to initiate and maintain clear, concise documentation	
<i>Personal Attributes</i>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity	

4.1.4 Deputy Chief Dietician

Job title	: Dietician
Grade	: Deputy Chief Dietician
Responsible To	: Head of Facility
Accountable To	: Head of Facility

Job Purpose

- To ensure the provision of therapeutic diets to clients/patients based on medical and physical condition, and provide dietary counselling to out patients
- To effectively manage dietherapy department

Main Duties and Responsibilities

- Provide outpatient and inpatient dietherapy services
- Consult with clinician and other health personnel to determine nutritional needs and diet restrictions for clients/patients.
- Assess patients' nutritional status and screen for potential risks in a timely manner.
- Lead in the planning and implementation of appropriate therapeutic diets for clients/patients
- Oversee the formulation of menus for therapeutic diets based on medical and physical condition of clients/patients.
- Provide leadership in the monitoring of patients' response to the daily nutrient intake making appropriate recommendations for nutritional intervention when necessary.
- Supervise the planning of patient menus and/or menu modifications according to approved diet manual.
- Oversee the inspection of in-patient meals to ensure that they conform to prescribed diets.
- Supervise activities of other Dietician and Diet Cooks by performing evaluations and monitoring the service they provide to staff and patients.
- Ensure monitoring of patient satisfaction to dietherapy services in the department
- Educate patients and their families on nutritional needs and/or diets; assesses patients' understanding of and compliance with prescribed diet principles.
- Contribute to the development of guidelines, standards and protocols for dietherapy services
- Perform other official duties that may be assigned.

Communication and working Relationships

- Establish and maintain effective communication with staff, patients/clients, and visitors
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required
- Liaise appropriately with the health facility management ensuring open and effective communication is maintained.
- Attend and contribute at general staff and management meetings
- Create good working relationships with all staff, patients/clients and visitors.

- Be visible and approachable resource for patients and staff in the facility.
- Be able to work with and direct all diethery staff in a fair and impartial manner.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of dietetic services.
- Monitor own performance against agreed objectives
- Keep up to date on job related issues as appropriate.
- Undertake diethery staff performance appraisal within the facility.
- Develop and conduct continuing education programs for diethery staff in the department
- Participate in the recruitment and retention of diethery staff in the facility.
- Plan and conduct orientation for new diethery staff and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Be responsible for effective day-to-day management of the diethery unit/department.
- Ensure regular availability of supplies and other logistics in the department.
- Ensure roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure maintenance of up-to date records of activities in the unit/department
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Prepare plans and budgets for the unit/department.
- Prepare and submit periodic report on the diethery activities in the facility.
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Actively promote and participate in research and utilization of the research results.
- Facilitate and/or conduct research independently and/or collaboratively.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omission
- Ensure adherence to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Work within the prescribed quality standards for the diethery services
- Comply with the GHS quality assurance policy and guidelines.
- Assist in the development of and participate in departmental and interdisciplinary quality improvement programs

- Keep up-to-date with quality developments relevant to area of work and related services
Act as a role model in quality improvement.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Chief Dietician

Criteria	Essential	Desirable
Educational Qualification and Experience	Registered dietician with postgraduate qualification (MSc. or equivalent) in diethery or related field; working experience at the level of Principal dietician OR Registered Dietician with postgraduate qualification (MSc. or equivalent) in Diethery or related field; minimum of 3 years working experience post graduate qualification at the level of senior dietician OR Registered dietician plus minimum of five years working experience at the level of Principal (or equivalent) Management and Leadership training Continuous professional training Experience with human resource issues Research experience	
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety Knowledge of Hospital Protocols	
Abilities and Skills	Demonstrated teaching, leadership, human relations and effective communication skills Ability to manage under pressure Problem solving skill Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Supervisory skills Analytical skills Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity	

4.1.5 Chief Dietician

Job title	: Dietician
Grade	: Chief Dietician
Responsible To	: Head of facility
Accountable To	: Head of Facility

Job Purpose

Provide dietherapy services and lead in the development of dietherapy services within the organization

Main Duties and Responsibilities

- Provide specialized inpatients and outpatients dietherapy services
- Provide expert advice on matters relating to dietherapy services
- Lead in the development of standards, guidelines and protocols for dietherapy services
- Lead in the development of training program and trainings for dietherapy staff within the organization
- Consult with clinician and other health personnel to determine nutritional needs and diet restrictions for specialized clients/patients.
- Lead in the planning and implementation of appropriate therapeutic diets for clients/patients
- Oversee the formulation of menus for therapeutic diets based on medical and physical condition of clients/patients.
- Undertake monitoring and supervisory visits and provide technical support to regions and districts in the area of dietherapy
- Organize community programs on healthy eating
- Collaborate with health promotion department and other stakeholders on developing health education materials for dietherapy services
- Lead in the development of strategic plans for dietherapy services
- Ensure maintenance of up-to-date standard of practice in dietetic services.
- Perform other relevant duties that may be assigned.

Communication and Working Relationships

- Establish and maintain effective communication with staff, patients/clients, and visitors
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the dietherapy services.
- Liaise appropriately with the health facility management ensuring open and effective communication is maintained.
- Attend and contribute at general staff and management meetings
- Create good working relationships with all staff, patients/clients and visitors.
- Demonstrate effective leadership and promote good team work
- Be visible and approachable resource for patients and staff in the facility.
- Be able to work with and direct all dietherapy staff in a fair and impartial manner.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of dietetic services.
- Monitor own performance against agreed objectives
- Keep up to date on job related issues as appropriate.
- Ensure performance appraisal of the dietherapy staff.
- Develop and conduct continuing education programs for dietherapy staff
- Play active role in the recruitment and retention of dietherapy staff.
- Plan and conduct orientation of new dietherapy staff and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Be responsible for effective management of the dietherapy department.
- Ensure regular availability of supplies and other logistics
- Ensure that complete, accurate and up to date records are maintained in the department in accordance with the national guidelines for record keeping.
- Identify and participate in any cost improvement measures as required.
- Prepare annual and other reports on dietherapy services
- Ensure effective and efficient use of human and material resources in the unit/department.
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Actively promote and participate in research and utilization of the research results.
- Facilitate and/or conduct research independently and/or collaboratively.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure that GHS and Facility safety policies are in place and made available to all the dietherapy staff
- Promote adherence to the health and safety policies, guidelines/protocols

Quality Assurance

- Play a lead role in implementing quality assurance in dietherapy services
- Promote compliance with the GHS quality assurance policy and guidelines.
- Contribute to the development of and participate in departmental and interdisciplinary quality improvement programs
- Keep up-to-date with quality developments relevant to area of work and related services
- Act as a role model in quality improvement.

Further Information

- The post holder must at all times:

- o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Chief Dietician

Criteria	Essential	Desirable
Educational Qualification and Experience	Registered dietician with Postgraduate qualification (MSc. Degree in diethrapy or related field or equivalent); Minimum of 5 years experience at the grade of Deputy Chief dietician Training in management and Leadership course Continuous professional training Management experience Experience with human resource issues Research experience Experience in service development	
Knowledge	Knowledge and understanding of quality assurance Knowledge of Patient Charter Understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety	
Abilities and Skills	Demonstrated teaching, leadership, human relations and effective communication skills Ability to manage under pressure Problem solving skill Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Supervisory skills Analytical skills Ability to initiate and maintain clear, concise documentation	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and	

4.2 DIET COOKS

4.2.1 Diet Cook

Job title : Diet Cook

Grade : Diet Cook

Responsible To : Head of unit

Accountable To : Head of Department

Job Purpose

To prepare, cook and serve therapeutic diet to patients

Main Duties and Responsibilities

- Prepare and cook therapeutic diet foods according to prescribed menus and recipes
- Clean and sanitize all food preparation equipment and store them appropriate
- Maintain a clean workstation and contribute to the cleanliness of the whole kitchen.
- Serve meals as per dietary requisition from the wards
- Record meals prepared
- Perform any other official duty that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to dietetic services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Adhere to manufacturer instructions and standard hospital kitchen procedures when operating machinery and equipment used in cooking including slicers, choppers, steamers, broilers, griddles, fryers, braziers, blenders, microwaves, etc.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standards for dietetic services.

- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Diet Cook

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	City & Guilds 812/1 / 706/1 or its equivalent Plus 6months training in Basic Therapeutic Cookery	
<i>Knowledge</i>	Understanding the importance of hygiene, quality assurance, health and safety	
<i>Skills & Abilities</i>	Effective communication Demonstrated human relation skills Cooking skills Ability to work under pressure	
<i>Personal Attributes</i>	High standard personal hygiene Smart appearance Integrity, flexibility, enthusiasm, courteous and trustworthy	

4.2.2 Senior Diet Cook

Job title : Diet Cook

Grade : Senior Diet Cook

Responsible To : Unit In-Charge

Accountable To : Head of Department

Job Purpose

To prepare, cook and serve therapeutic diet to patients

Main Duties and Responsibilities

- Prepare and cook therapeutic diet foods according to prescribed menus and recipes
- Clean and sanitize all food preparation equipment and store them appropriately
- Maintain a clean workstation and contribute to the cleanliness of the whole kitchen.
- Serve meals as per dietary requisition from the wards
- Record meals prepared
- Perform any relevant duty that may be assigned
- Assist the Diet Cook Supervisor in maintaining adequate stock levels required for cooking production by estimating needs according to the production schedule.
- Perform any other official duty that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to dietetic services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Assist in the training of the junior diet cooks and the new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Adhere to manufacturer instructions and standard hospital kitchen procedures when operating machinery and equipment used in cooking including slicers, choppers, steamers, broilers, griddles, fryers, braziers, blenders, microwaves, etc.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standards for catering services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Senior Diet Cook

Criteria	Essential	Desirable
Educational Qualification and Experience	City & Guilds 812/1 / 706/1 or its equivalent Plus 6 months training in Basic Therapeutic Cookery and at least 3 years working experience at the grade of Diet Cook	
Knowledge	Understanding the importance of hygiene, quality assurance, health and safety	
Skills & Abilities	Effective communication Demonstrated human relation skills Cooking skills Ability to work under pressure	
Personal Attributes	High standard personal hygiene Smart appearance Integrity, flexibility, enthusiasm, courteous and trustworthy	

4.2.3 Principal Diet Cook (Supervisor)

Job title : Cook

Grade : Principal Diet Cook

Responsible To : Unit In-Charge

Accountable To : Head of Department

Job Purpose

To ensure that quality therapeutic diet is prepared and provided to patients on time

Main Duties and Responsibilities

- Supervise the preparation/ cooking of therapeutic diets.
- Supervise the weighing of cooking products as required to ensure proper portion delivery.
- Ensure that adequate amounts of food are prepared and provided in a timely fashion.
- Ensure meals are dished up according to dietary requisition from the wards
- Ensure proper storage of the items procured
- Ensure preparation of diet sheets
- Ensure a clean workstation and contribute to the cleanliness of the whole kitchen.
- Maintain adequate stock levels required for cooking production by estimating needs according to the production schedule.
- Perform any relevant duty that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to dietetic services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Assist in the training of the junior diet cooks and the new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Adhere to manufacturer instructions and standard hospital kitchen procedures when operating machinery and equipment used in cooking including slicers, choppers, steamers, broilers, griddles, fryers, braziers, blenders, microwaves, etc.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standards for catering services.
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
 - Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Diet Cook

Criteria	Essential	Desirable
Educational Qualification and Experience	City & Guilds 812/1 / 706/1 or its equivalent Plus 6 months training in Basic Therapeutic Cookery and at least 5 years working experience at the grade of Diet Cook	
Knowledge	Understanding the importance of hygiene, quality assurance, health and safety	
Skills & Abilities	Effective communication Demonstrated human relation skills Cooking skills Ability to work under pressure	
Personal Attributes	High standard personal hygiene Smart appearance Integrity, flexibility, enthusiasm, courteous and trustworthy	

5.0 NUTRITION STAFF

5.1 NUTRITION OFFICERS

5.1.1 Nutrition Officer

Job Title	:	Nutrition Officer
Grade	:	Nutrition Officer
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To ensure the attainment and maintenance of good nutrition of the population through the implementation of nutrition policies

Main Duties and Responsibilities

- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Provide technical guidelines on nutrition
- Ensure effective implementation of nutrition programmes including:
 - o Vitamin A deficiency control
 - o Iron deficiency and anaemia control
 - o Iodine deficiency control
 - o Breastfeeding
 - o Supplementary feedingat the community level.
- Undertake community-based growth promotion
- Monitor trends in macronutrient malnutrition situation in the community
- Coordinate activities of the relevant agencies on nutrition
- Ensure that emerging issues in specific areas in nutrition are adequately incorporated into the training programme of health service staff and other relevant institutions
- Undertake regular supportive monitoring and supervision to the districts/sub-districts
- Undertake any other official duty that might be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.

- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in surveys and audits.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the nutrition unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Nutrition Officer

Criteria	Essential	Desirable
Educational Qualification and Experience	First Degree in Nutrition or related discipline such as Home Science, Biochemistry and at least One (1) year national service or internship in a recognized health facility	Post graduate qualification in Nutrition or equivalent
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes Knowledge of Health and Safety	
Skills and Abilities	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Computer skills
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

5.1.2 Senior Nutrition Officer

Job Title	:	Nutrition Officer
Grade	:	Senior Nutrition Officer
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To ensure the attainment and maintenance of good nutrition of the population through the implementation of nutrition policies

Main Duties and Responsibilities

- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Provide technical guidelines on nutrition
- Ensure effective implementation of nutrition programmes including:
 - o Vitamin A deficiency control
 - o Iron deficiency and anaemia control
 - o Iodine deficiency control
 - o Breastfeeding
 - o Supplementary feedingat the community level.
- Undertake community-based growth promotion
- Monitor trends in macronutrient malnutrition situation in the community
- Coordinate activities of the relevant agencies on nutrition
- Undertake regular supportive monitoring and supervision to the districts/sub-districts
- Perform any other official duty that may be assigned.

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the nutrition staff

- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day to day management of the unit
- Ensure efficient management of supplies and logistics to the Unit
- Undertake roster planning and monitoring in the unit
- Ensure efficient use of human and material resource in the unit
- Promote positive image of the unit
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to the preparation of monthly, quarterly, and annual reports on the activities of the unit

Research

- Participate in operational research on nutrition
- Apply relevant evidence-based research findings

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Senior Nutrition Officer

Criteria	Essential	Desirable
Educational Qualification and Experience	First Degree in Nutrition or related discipline such as Home Science, Biochemistry and at least Three (3) years working experience at the level of Nutrition Officer; Evidence of continuing professional development and management training	Post graduate qualification in Nutrition or equivalent

Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes Knowledge of Health and Safety	
Skills and Abilities	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

5.1.3 Principal Nutrition Officer

Job Title	:	Nutrition Officer
Grade	:	Principal Nutrition Officer
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To ensure the attainment and maintenance of good nutrition of the population through the implementation of nutrition policies

Main Duties and Responsibilities

- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Ensure effective implementation of nutrition policies and programmes
- Ensure effective coordination of nutritional activities at the regional/district level
- Contribute to the planning and organization of educational programmes for the general public on food and nutrition
- Provide technical advice and guidelines on all matters relating to food and nutrition
- Coordinate activities of the relevant agencies on nutrition
- Monitor and evaluate impact of nutrition programmes at the community levels
- Provide regular supportive monitoring and supervision to the regions/districts/sub-districts
- Perform other official duties that may be assigned.

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the nutrition staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day to day management of the unit
- Ensure efficient management of supplies and logistics to the Unit
- Ensure roster planning and monitoring in the unit
- Ensure efficient use of human and material resource in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit.
- Promote positive image of GHS

Research

- Participate in operational research on nutrition
- Apply relevant evidence-based research findings

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification

Principal Nutrition Officer

Criteria	Essential	Desirable
Qualification	First Degree in Nutrition or related discipline such as Home Science, Biochemistry and at least five (5) years working experience at the level of Senior Nutrition Officer; Evidence of continuing professional development and management training	Post graduate qualification in Nutrition or equivalent
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes	

	<p>Knowledge of Health and Safety Knowledge of Legislation and standards as relate to Nutrition and Public Health.</p>	
<p>Skills Abilities</p>	<p>and</p> <p>Communicate effectively both orally and written. Ability to manage under pressure Excellent interpersonal skills to liaise with personnel at all levels Problem solving skill Ability to demonstrate and participate in effective team working Computer skills Supervisory skills Analytical skills Presentation skills Ability to initiate and maintain clear, concise documentation</p>	
<p>Personal Attributes</p>	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments</p>	

5.1.4 Deputy Chief Nutrition Officer

Job Title	:	Nutrition Officer
Grade	:	Deputy Chief Nutrition Officer
Responsible To	:	Head of Unit/ Department/Divisional Director
Accountable To	:	Facility In-Charge/Divisional Director

Job Purpose:

To ensure the attainment and maintenance of good nutrition of the population through the development of nutrition policies and their implementation

Main Duties and Responsibilities

- Contribute to the development of systems, policies and guidelines on nutrition
- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Advocate for nutrition considerations into policies and plans of all the relevant sectors.
- Ensure effective implementation of nutrition policies and programmes
- Ensure effective coordination of nutritional activities at the national/regional/district level
- Play active role in the planning and organization of educational programmes for the general public on food and nutrition
- Provide technical advice and guidelines on all matters relating to food and nutrition
- Monitor trends in macronutrient malnutrition situation in the regions/districts
- Ensure that emerging issues in specific areas in nutrition are adequately incorporated into the training programme of health service staff and other relevant institutions
- Undertake supportive monitoring and supervision to the regions/districts/sub-districts
- Perform any other official duty that may be assigned

Communication and Working relationships

- Establish and maintain effective communication and good working relationship with staff, clients and visitors.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff and management meetings
- Be able to work and direct staff within the Unit in a fair and impartial manner.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Facilitate the training of nutrition staff and other health workers as required
- Plan and participate in the induction of new nutrition staff and act as a preceptor.
- Ensure continuing professional development of the nutrition staff

- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Provide effective day-to-day management of the unit
- Ensure efficient management of supplies and logistics in the unit
- Ensure effective and efficient use of human and material resource in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Lead in the preparation of work plans, budgets and reports for the activities of the unit.
- Promote positive image of GHS

Research

- Conduct research in nutrition
- Apply relevant evidence-based research findings

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure that GHS and facility safety policies are in place and made available to all the nutrition staff
- Promote adherence to the health and safety policies, guidelines/protocols

Quality Assurance

- Promote the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Chief Nutrition Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	First Degree in Nutrition or related discipline plus Masters Degree in Nutrition or equivalent and at least three years post masters degree working experience at the level of Senior Nutrition Officer; Evidence of continuing professional development and management training Or First Degree in Nutrition or related discipline plus Masters	

	<p>Degree in Nutrition or equivalent at the level of Principal Nutrition Officer; Evidence of continuing professional development and management training</p> <p>Or</p> <p>First Degree in Nutrition or related discipline and at least five (5) working experience at the level of Principal Nutrition Officer; Evidence of continuing professional development and management training</p> <p>Research experience Management and supervisory experience</p>	
Knowledge	<p>Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes Knowledge of Health and Safety Knowledge of Legislation and standards as relate to Nutrition and Public Health.</p>	
Skills and Abilities	<p>Communicate effectively both orally and written. Ability to manage under pressure Leadership skills with the ability to motivate and inspire others Excellent interpersonal skills to liaise with personnel at all levels Problem solving skill Ability to demonstrate and participate in effective team working Computer skills Supervisory skills Analytical skills Presentation skills Ability to initiate and maintain clear, concise documentation</p>	
Personal Attributes	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments</p>	

5.1.5 Chief Nutrition Officer

Job Title	:	Nutrition Officer
Grade	:	Chief Nutrition Officer
Responsible To	:	Head of Department/Divisional Director
Accountable To	:	Head of Facility

Job Purpose:

To ensure the attainment and maintenance of good nutrition of the population through the development of nutrition policies and their implementation

Main Duties and Responsibilities

- Provide leadership for development of systems, policies and guidelines on nutrition
- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Advocate for nutrition considerations into policies and plans of all the relevant sectors.
- Ensure effective implementation of nutrition policies and programmes
- Ensure effective coordination of nutritional activities at the national/regional/district level
- Lead in the planning and organization of educational programmes for the general public on food and nutrition
- Initiate investigations into nutritional problems of national importance
- Provide technical advice and guidelines on all matters relating to food and nutrition
- Ensure monitoring of trends in macronutrient malnutrition situation in the regions/districts
- Ensure that emerging issues in specific areas in nutrition are adequately incorporated into the training programme of health service staff and other relevant institutions
- Ensure regular supportive monitoring and supervision to the regions/districts/sub-districts
- Perform other official duties that may be assigned.

Communication and Working relationships

- Establish and maintain effective communication and good working relationship with staff, clients and visitors.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff and management meetings
- Be able to work and direct staff within the Unit in a fair and impartial manner.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Facilitate the training of nutrition staff and other health workers as required
- Plan and participate in the induction of new nutrition staff and act as a preceptor.
- Ensure continuing professional development of the nutrition staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Be responsible for effective day-to-day management of the unit
- Ensure efficient management of supplies and logistics in the unit
- Ensure effective and efficient use of human and material resource in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Lead in the preparation of work plans, budgets and reports for the activities of the unit.
- Promote positive image of GHS

Research

- Conduct research in nutrition
- Apply relevant evidence-based research findings

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure that GHS and facility safety policies are in place and made available to all the nutrition staff
- Promote adherence to the health and safety policies, guidelines/protocols

Quality Assurance

- Promote the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Chief Nutrition Officer

Criteria	Essential	Desirable
Educational Qualification and Experience	First Degree in Nutrition or related discipline plus Masters Degree in Nutrition or equivalent and at least five (5) years working experience at the level of Deputy chief Nutrition Officer; Evidence of continuing professional development and management training Research experience Management and supervisory experience	
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and	

	<p>programmes</p> <p>Knowledge of Health and Safety</p> <p>Knowledge of Legislation and standards as relate to Nutrition and Public Health.</p>	
<p>Skills and Abilities</p>	<p>Communicate effectively both orally and written.</p> <p>Ability to manage under pressure</p> <p>Leadership skills with the ability to motivate and inspire others</p> <p>Excellent interpersonal skills to liaise with personnel at all levels</p> <p>Problem solving skill</p> <p>Ability to demonstrate and participate in effective team working</p> <p>Computer skills</p> <p>Supervisory skills</p> <p>Analytical skills</p> <p>Presentation skills</p> <p>Ability to initiate and maintain clear, concise documentation</p>	
<p>Personal Attributes</p>	<p>Approachable, flexible, logical, methodological,</p> <p>Evidence of enthusiasm, creativity and motivation towards service developments</p>	

5.2 TECHNICAL OFFICER, NUTRITION

5.2.1 Technical Officer, Nutrition

Job Title : Technical Officer, Nutrition

Grade : Technical Officer, Nutrition

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure the nutritional well-being for the population in the district/community

Main Duties and Responsibilities

- Assist in assessing and monitoring the nutrition situation at the community levels
- Assist in the planning and implementation of nutrition interventions programmes including:
 - o Iron deficiency and anaemia control
 - o Iodine deficiency control
 - o Breastfeeding
 - o Vitamin A deficiency control
 - o Supplementary feedingat the community level.
- Participate in community-based growth promotion
- Participate in nutrition surveys in the district/community
- Provide nutrition education and counseling to specialized groups and the general public
- Assist in providing technical guidelines on nutrition
- Rehabilitate malnourished children at the Feeding Centres in the district
- Perform other official duties that might be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the nutrition unit.
- Comply with the health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Technical Officer, Nutrition

Criteria	Essential	Desirable
Educational Qualification and Experience	Diploma in Nutrition (Community Health) and at least One (1) year national service or internship in a recognized health facility	Advanced Diploma in Nutrition or related field
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes Knowledge of Health and Safety	
Skills and Abilities	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Computer skills
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

5.2.2 Senior Technical Officer (Nutrition/ Community Health)

Job Title : Technical Officer (Nutrition/ Community Health)

Grade : Senior Technical Officer

Responsible To : Unit-In-Charge

Accountable To : Facility In-Charge/Divisional Director

Job Purpose:

To ensure the nutritional well-being for the population in the district/community

Main Duties and Responsibilities

- Assess and monitor the nutrition situation in the district/community
- Plan and implement nutrition interventions including:
 - o Vitamin A deficiency control
 - o Iron deficiency and anaemia control
 - o Iodine deficiency control
 - o Breastfeeding
 - o Supplementary feedingin the community/district
- Undertake community-based growth promotion
- Collaborate with other agencies to implement nutrition intervention
- Participate in nutrition activities in the district/community.
- Undertake nutrition surveys in the district/community
- Provide nutrition education and counseling to specialized groups and the general public (pregnant women, patients of diet related diseases, caregivers and HIV/AIDS Patients)
- Provide technical guidelines on nutrition
- Rehabilitate malnourished children at the Feeding Centres in the district
- Perform other official duties that may be assigned.

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the nutrition unit.
- Comply with the health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Senior Technical Officer, Nutrition

Criteria	Essential	Desirable
Educational Qualification and Experience	Diploma in Nutrition (Community Health) and at least Three (3) years working experience at the level of Technical Officer plus continuing professional development	Advanced Diploma in Nutrition or related field.
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes Knowledge of Health and Safety	
Skills and Abilities	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels	

	Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
<i>Personal Attributes</i>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

5.2.3 Principal Technical Officer, Nutrition

Job Title	:	Technical Officer, Nutrition
Grade	:	Principal Technical Officer, Nutrition
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose:

To ensure the nutritional well-being for the population in the district/community

Main Duties and Responsibilities

- Contribute to the preparation and implementation of district nutrition plan.
- Assess and monitor the nutrition situation in the district/community
- Plan and implement nutrition interventions programmes including:
 - o Vitamin A deficiency control
 - o Iron deficiency and anaemia control
 - o Iodine deficiency control
 - o Breastfeeding
 - o Supplementary feedingin the community/district
- Undertake community-based growth promotion
- Collaborate with other agencies to implement nutrition intervention
- Coordinate nutrition activities in the district/community
- Undertake nutrition surveys in the district/community
- Provide nutrition education and counseling to specialized groups and the general public (pregnant women, patients of diet related diseases, caregivers and HIV/AIDS Patients)
- Provide technical guidelines on nutrition
- Rehabilitate malnourished children at the Feeding Centres in the district
- Perform other official duties that may be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the nutrition staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day to day management of the unit
- Assist in ensuring efficient management of supplies and logistics to the Unit
- Participate in roster planning and monitoring in the unit
- Assist in ensuring efficient use of human and material resource in the unit
- Contribute to the maintenance of up-to-date records of all activities undertaken in the unit
- Contribute to the preparation of monthly, quarterly, and annual reports on the activities of the unit

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Principal Technical Officer, Nutrition

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	Diploma in Nutrition (Community Health) and at least Five (5) years working experience at the level of Senior Technical Officer plus continuing professional development	Advanced Diploma in Nutrition or related field.
<i>Knowledge</i>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Understanding of MOH public health policies and programmes Knowledge of Health and Safety	
<i>Skills and Abilities</i>	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
<i>Personal Attributes</i>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

5.2.4 Assistant Chief Technical Officer, Nutrition

Job Title	:	Technical Officer, Nutrition
Grade	:	Assistant Chief Technical Officer, Nutrition
Responsible To	:	Head of department
Accountable To	:	Head of Facility

Job Purpose:

To ensure the nutritional well-being for the population in the district/community

Main Duties and Responsibilities

- Contribute to the preparation and implementation of district nutrition plan.
- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Ensure effective implementation of nutrition policies and programmes at the district/community levels
- Assess and monitor the nutrition situation in the district/community
- Undertake community-based growth promotion
- Provide technical advise and guidelines on all matters relating to food and nutrition
- Collaborate with other agencies to implement nutrition intervention in the district/community
- Coordinate nutrition activities in the district/community
- Undertake nutrition surveys in the district/community
- Provide nutrition education and counseling to specialized groups and the general public (pregnant women, patients of diet related diseases, caregivers and HIV/AIDS Patients)
- Rehabilitate malnourished children at the Feeding Centres in the district
- Perform other official duties that may be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the nutrition staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day to day management of the unit
- Ensure efficient management of supplies and logistics to the Unit
- Ensure roster planning and monitoring in the unit
- Ensure efficient use of human and material resource in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge/Head of Department.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification
Assistant Chief Technical Officer, Nutrition

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>Diploma in Nutrition (Community Health) plus Advanced Diploma in Nutrition or related area and at least three (3) years post advance diploma working experience at the level of Senior Technical Officer plus continuing professional development and management training</p> <p>Or</p> <p>Diploma in Nutrition (Community Health) plus Advanced Diploma in Nutrition or related area at the level of Principal Technical Officer plus continuing professional development and management training</p> <p>Or</p> <p>Diploma in Nutrition (Community Health) and at least five (5) years working experience at the level of Principal Technical Officer plus continuing professional development and management training</p> <p>Management and Supervisory Experience</p>	
Knowledge	<p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of GHS Patient Charter</p> <p>Knowledge of Legislation and standards as relate to Nutrition and Public Health.</p> <p>Understanding of MOH public health policies and programmes</p> <p>Knowledge of Health and Safety</p>	
Skills and Abilities	<p>Communicate effectively both orally and written.</p> <p>Ability to work under pressure</p> <p>Excellent interpersonal skills to liaise with personnel at all levels</p> <p>Ability to demonstrate and participate in effective team working</p> <p>Ability to relate to people from differing backgrounds</p> <p>Ability to initiate and maintain clear, concise documentation</p> <p>Computer skills</p>	
Personal Attributes	<p>Approachable, flexible, logical, methodological,</p> <p>Evidence of enthusiasm, creativity and motivation towards service developments</p>	

5.2.5 Chief Technical Officer, Nutrition

Job Title	:	Technical Officer, Nutrition
Grade	:	Chief Technical Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Facility In-Charge/Divisional Director

Job Purpose:

To ensure the nutritional well-being for the population in the district/community

Main Duties and Responsibilities

- Contribute to the preparation and implementation of district nutrition plan.
- Liaise with relevant agencies on the development of strategies and technical guidelines on nutrition.
- Ensure effective implementation of nutrition policies and programmes at the district/community levels
- Assess and monitor the nutrition situation in the district/community
- Undertake community-based growth promotion
- Provide technical advise and guidelines on all matters relating to food and nutrition
- Collaborate with other agencies to implement nutrition intervention in the district/community
- Coordinate nutrition activities in the district/community
- Undertake nutrition surveys in the district/community
- Provide nutrition education and counseling to specialized groups and the general public (pregnant women, patients of diet related diseases, caregivers and HIV/AIDS Patients)
- Rehabilitate malnourished children at the Feeding Centres in the district
- Perform other official duties that may be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Cooperate and collaborate with other health workers in the provision of nutritional services
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the nutrition staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day to day management of the unit
- Ensure efficient management of supplies and logistics to the Unit
- Ensure roster planning and monitoring in the unit
- Ensure efficient use of human and material resource in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge/Head of Department.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification Chief Technical Officer, Nutrition

Criteria	Essential	Desirable
Educational Qualification	Diploma in Nutrition (Community Health) plus Advanced Diploma in Nutrition or related area and at least five (5) years working experience at the level of Assistant Chief	

and Experience	Technical Officer plus continuing professional development and management training Management and Supervisory Experience	
Knowledge	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Knowledge of Legislation and standards as relate to Nutrition and Public Health. Understanding of MOH public health policies and programmes Knowledge of Health and Safety	
Skills and Abilities	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
Personal Attributes	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

6.0 DISEASE CONTROL STAFF

6.1 DISEASE CONTROL OFFICERS

6.1.1 Technical Officer, Disease Control

Job Title	:	Disease Control Officer
Grade	:	Technical Officer, Disease Control
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To contribute to effective surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics

Main Duties and Responsibilities

- Assist in managing epidemics. This includes:
 - Carrying out mass vaccination in times of epidemics and mass treatment of endemic diseases
 - Assist in estimating resources needed—vaccines, drugs etc to control epidemics
 - Contribute to the development of strategies to combat epidemics
- Perform follow-up investigations on other non-communicable diseases.
- Perform follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide feedback on follow-up investigations of infections reported to health facilities within area of jurisdiction.
- Provide treatment for clients with communicable diseases according to treatment protocol
- Participate in the collection and analysis of appropriate epidemiological information regarding communicable and non-communicable diseases within the community using the GHS Reportable Disease Information System (GHSRDIS).
- Respond to communicable disease outbreaks to determine the source and to recommend specific control measures.
- Participate in the regular monitoring and supervision of surveillance activities within area of jurisdiction.
- Participate in the monitoring and evaluation of the impact of disease control and prevention strategies
- Perform other official duties that might be assigned.

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.

- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of disease control and prevention.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the disease control unit.
- Comply with the health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Technical Officer, Disease Control**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	Diploma in Disease Control (Community Health) and at least one year national service or internship in a recognized health facility	Advanced Diploma in Community Health or related area
<i>Knowledge</i>	Knowledge of community entry Knowledge of community mobilization. Knowledge of GHS Reportable Disease Information System	

<i>Skills and Abilities</i>	Communicate effectively both orally and written. Ability to work under pressure Report writing skills Time management skills Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Communication skills
<i>Personal Attributes</i>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.1.2 Senior Technical Officer, Disease Control

Job Title	:	Disease Control Officer
Grade	:	Senior Technical Officer, Disease Control
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To undertake effective surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics

Main Duties and Responsibilities

- Contribute to management of epidemics. This includes:
 - Undertaking mass vaccination in times of epidemics and mass treatment of endemic diseases
 - Estimating resources needed—vaccines, drugs etc to control epidemics
 - Assisting in developing strategies to combat epidemics
- Perform follow-up investigations on other non-communicable diseases.
- Perform follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide feedback on follow-up investigations of infections reported to health facilities within area of jurisdiction.
- Provide treatment for clients with communicable diseases according to treatment protocol
- Collect and analysis appropriate epidemiological information regarding communicable and non-communicable diseases within the community using the GHS Reportable Disease Information System (GHSRDIS).
- Respond to communicable disease outbreaks to determine the source and to recommend specific control measures.
- Participate in the regular monitoring and supervision of surveillance activities within area of jurisdiction.
- Participate in the monitoring and evaluation of the impact of disease control and prevention strategies
- Perform other official duties that might be assigned.

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of disease control and prevention.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the disease control staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Technical Officer, Disease Control

Criteria	Essential	Desirable
Educational Qualification and Experience	Diploma in Disease Control (Community Health) and at least 3 years working experience at the level of Technical Officer plus continuing professional development	Advanced Diploma in Community Health or related field
Knowledge	Knowledge of community entry Knowledge of community mobilization. Knowledge of GHS Reportable Disease Information System	
Skills and Abilities	Communicate effectively both orally and written. Ability to work under pressure Report writing skills Time management skills	

	Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
<i>Personal Attributes</i>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.1.3 Principal Technical Officer, Disease Control

Job Title	:	Disease Control Officer
Grade	:	Principal Technical Officer, Disease Control
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To undertake effective surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics and assist with the management of the unit.

Main Duties and Responsibilities

- Contribute to the management of epidemics. This includes
 - Undertaking mass vaccination in times of epidemics and mass treatment of endemic diseases
 - Estimating resources needed—vaccines, drugs etc to control epidemics
 - Assisting in developing strategies to combat epidemics
- Work in partnership with other public health professionals, stakeholders and the community to improve reporting of communicable and non-communicable diseases and their prevention and control.
- Perform follow-up investigations on non-communicable diseases.
- Perform follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide feedback on follow-up investigations of infections reported to health facilities within area of jurisdiction.
- Provide technical advice on the prevention and control of diseases.
- Collect and analyze appropriate epidemiological information regarding communicable and non-communicable diseases within the community using the GHS Reportable Disease Information System (GHSRDIS).
- Respond to communicable disease outbreaks to determine the source and to recommend specific control measures.
- Undertake regular monitoring and supervision of surveillance activities within area of jurisdiction.
- Monitor and evaluate impact of disease control and prevention strategies
- Perform other official duties that may be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.
- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.

- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of disease control and prevention.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the disease control staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day to day management of the unit
- Assist in ensuring efficient management of supplies and logistics to the Unit
- Participate in roster planning and monitoring in the unit
- Assist in ensuring efficient use of human and material resource in the unit
- Contribute to the maintenance of up-to-date records of all activities undertaken in the unit
- Contribute to the preparation work plans, budgets and reports for the activities of the unit.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Unit in-Charge.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Principal Technical Officer, Disease Control

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	Diploma in Disease Control (Community Health) and at least 5 years working experience at the level of Senior Technical Officer plus continuing professional development	Advanced Diploma in Community Health or related field
<i>Knowledge</i>	Knowledge of community entry Knowledge of community mobilization. Knowledge of GHS Reportable Disease Information System	
<i>Skills and Abilities</i>	Communicate effectively both orally and written. Ability to work under pressure Report writing and presentation skills Time management skills Problem solving skill Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
<i>Personal Attributes</i>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.1.4 Assistant Chief Technical Officer, Disease Control

Job Title	:	Disease Control Officer
Grade	:	Assistant Chief Technical Officer, Disease Control
Responsible To	:	Head of Department
Accountable To	:	Facility In-Charge

Job Purpose:

To undertake effective surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics and manage the unit

Main Duties and Responsibilities

- Manage epidemics:
 - Undertake mass vaccination in times of epidemics and mass treatment of endemic diseases
 - Estimate resources needed—vaccines, drugs etc to control epidemics
 - Assist in developing strategies to combat epidemics
- Work in partnership with other public health professionals, stakeholders and the community to improve reporting of communicable and non-communicable diseases and their prevention and control.
- Coordinate the development and continuous review of plans for existing and potential health threats in area of jurisdiction, including emerging threats, and pandemics.
- Perform follow-up investigations on non-communicable diseases.
- Perform follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide feedback on follow-up investigations of infections reported to health facilities within area of jurisdiction.
- Provide technical advice on the prevention and control of diseases.
- Collect and analyze appropriate epidemiological information regarding communicable and non-communicable diseases within the community using the GHS Reportable Disease Information System (GHSRDIS).
- Respond to communicable disease outbreaks to determine the source and to recommend specific control measures.
- Undertake regular monitoring and supervision of surveillance activities within area of jurisdiction.
- Monitor and evaluate impact of disease control and prevention strategies
- Perform other official duties that may be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.

- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of disease control and prevention.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the disease control staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure effective day to day management of the unit
- Ensure efficient management of supplies and logistics to the Unit
- Ensure roster planning and monitoring in the unit
- Ensure efficient use of human and material resource in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Head of Department.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification
Assistant Chief Technical Officer, Disease Control

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	Diploma in Disease Control plus Advance Diploma in Community Health or related field and at least 3 years post Advance Diploma working experience at the level of Senior Technical Officer plus continuing professional development and management training <u>Or</u> Diploma in Disease Control plus Advance Diploma in Community Health or related field at the level of Principal Technical Officer plus continuing professional development and management training <u>Or</u> Diploma in Disease Control (Community Health) or and at least 5 years working experience at the level of Principal Technical Officer plus continuing professional development and management training Management and Supervisory Experience Experience in community mobilization	
<i>Knowledge</i>	Knowledge of community entry Knowledge of community mobilization. Knowledge of GHS Reportable Disease Information System	
<i>Skills and Abilities</i>	Communicate effectively both orally and written. Ability to work under pressure Report writing and presentation skills Time management skills Problem solving skill Management and Supervisory skills Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
<i>Personal Attributes</i>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.1.5 Chief Technical Officer, Disease Control

Job Title	:	Disease Control Officer
Grade	:	Chief Technical Officer, Disease Control
Responsible To	:	Head of Department
Accountable To	:	Head of Facility

Job Purpose:

To undertake effective surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics and manage the unit

Main Duties and Responsibilities

- Manage epidemics:
 - Undertake mass vaccination in times of epidemics and mass treatment of endemic diseases
 - Estimate resources needed—vaccines, drugs etc to control epidemics
 - Assist in developing strategies to combat epidemics
- Work in partnership with other public health professionals, stakeholders and the community to improve reporting of communicable and non-communicable diseases and their prevention and control.
- Coordinate the development and continuous review of plans for existing and potential health threats in area of jurisdiction, including emerging threats, and pandemics.
- Ensure follow-up investigations on non-communicable diseases.
- Ensure follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Ensure provision of feedback on follow-up investigations of infections reported to health facilities within area of jurisdiction.
- Provide technical advice on the prevention and control of diseases.
- Supervise the collection and analysis of epidemiological information regarding communicable and non-communicable diseases within the community
- Respond to communicable disease outbreaks to determine the source and to recommend specific control measures.
- Ensure regular monitoring and supervision of surveillance activities within area of jurisdiction.
- Lead in the monitoring and evaluating the impact of disease control and prevention strategies in the area of jurisdiction.
- Perform other official duties that may be assigned

Communication and Working relationships

- Maintain effective communication and good working relationship with staff, clients and visitors.

- Liaise appropriately with the facility management, ensuring open and effective communication is maintained.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Attend and contribute at general staff meetings

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of disease control and prevention.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to continuing professional development of the disease control staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversee the day to day management of the unit
- Ensure efficient management of supplies and logistics to the Unit
- Ensure efficient use of human and material resource in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Lead in the preparation of work plans, budgets and reports for the activities of the unit.
- Devise improved job methods for increasing efficiency.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from visitors and staff are resolved where possible and reported to the Head of Department.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

**Person Specification
Chief Technical Officer, Disease Control**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>Diploma in Disease Control plus Advance Diploma in Community Health or related field and at least 5 years working experience at the level of Assistant Chief Technical Officer plus continuing professional development and management training</p> <p>Management and Supervisory Experience Experience in community mobilization</p>	
<i>Knowledge</i>	<p>Knowledge of community entry Knowledge of community mobilization. Knowledge of GHS Reportable Disease Information System</p>	
<i>Skills and Abilities</i>	<p>Communicate effectively both orally and written. Ability to work under pressure Report writing and presentation skills Time management skills Problem solving skill Leadership skills Management and Supervisory skills Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills</p>	
<i>Personal Attributes</i>	<p>Adaptable, imaginative, innovative, enthusiastic and a sense of humour</p>	

6.2 FIELD TECHNICIANS, DISEASE CONTROL

6.2.1 Field Technician (Disease Control)

Job Title : Field Technician, Disease Control

Grade : Field Technician, Disease Control

Responsible To : Head of Unit

Accountable To : Head of Department

Job Purpose:

To assist in surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics

Main Duties and Responsibilities

- Provide information on the prevention and control of communicable diseases of public health importance to the community.
- Assist in managing epidemics:
 - o Assist in carrying out mass vaccination in times of epidemics and mass treatment of endemic diseases
 - o Assist in estimating resources needed—vaccines, drugs etc to control epidemics
 - o Assist in developing strategies to combat epidemics
- Assist with follow-up investigations on other non-communicable diseases.
- Assist with follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide appropriate epidemiological information regarding communicable and non-communicable diseases within the community
- Provide treatment for clients with communicable diseases according to treatment protocol
- Perform other official duties that may be assigned.

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to disease control and prevention to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification

Field Technician, Disease Control

Criteria	Essential	Desirable
Educational Qualification and Experience	Field Technicians (Community Health) Certificate	
Knowledge	Knowledge of GHS Reportable Disease Information System Knowledge of community entry and community mobilization	
Skills and abilities	Good communication skills Report writing skills Time management skills Ability to relate to people from differing backgrounds	Computer skills
Personal Attributes	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.2.2 Senior Field Technician (Disease Control)

Job Title	:	Field Technician, Disease Control Field
Grade	:	Senior Field Technician, Disease Control
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose:

To assist in surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics

Main Duties and Responsibilities

- Provide information on the prevention and control of communicable diseases of public health importance to the community.
- Assist in managing epidemics:
 - Assist in carrying out mass vaccination in times of epidemics and mass treatment of endemic diseases
 - Assist in estimating resources needed—vaccines, drugs etc to control epidemics
 - Assist in developing strategies to combat epidemics
- Work with stakeholders to implement comprehensive plans for disease control in the community.
- Assist with follow-up investigations on other non-communicable diseases.
- Assist with follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide treatment for clients with communicable diseases according to treatment protocol
- Provide appropriate epidemiological information regarding communicable and non-communicable diseases within the community
- Supervise Community based Surveillance volunteers.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to disease control and prevention to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Assist in the training of new entrants and the junior Field Technicians

- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

**Person Specification
Senior Field Technician, Disease Control**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	Field Technicians (Community Health) Certificate and at least three years working experience at the level of Field Technician plus continuing training in disease control and prevention.	
<i>Knowledge</i>	Knowledge of GHS Reportable Disease Information System Knowledge of community entry and community mobilization	
<i>Skills and abilities</i>	Good communication skills Report writing skills Time management skills Ability to relate to people from differing backgrounds	Computer skills
<i>Personal Attributes</i>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.2.3 Principal Field Technician (Disease Control)

Job Title : Field Technician, Disease Control

Grade : Principal Field Technician

Responsible To : Head of Unit

Accountable To : Head of Department

Job Purpose:

To assist in surveillance, forecast and control of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics

Main Duties and Responsibilities

- Supervise and direct the activities of the junior Field Technicians
- Provide information on the prevention and control of communicable diseases of public health importance to the community.
- Assist in managing epidemics:
 - o Assist in carrying out mass vaccination in times of epidemics and mass treatment of endemic diseases
 - o Assist in estimating resources needed—vaccines, drugs etc to control epidemics
 - o Assist in developing strategies to combat epidemics
- Work with stakeholders to implement comprehensive plans for disease control in the community.
- Assist with follow-up investigations on other non-communicable diseases.
- Assist with follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide treatment for clients with communicable diseases according to treatment protocol
- Provide appropriate epidemiological information regarding communicable and non-communicable diseases within the community
- Supervise Community based Surveillance volunteers.
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients/patients.
- Attend and contribute at staff meetings
- Effectively work in a team with the staff in the unit.

Personal and People Development

- Attend in-house training sessions in relation to disease control and prevention to update knowledge and skills
- Monitor own performance against agreed objectives and standards.

- Assist in the training of new entrants and the junior Field Technicians
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification

Principal Field Technician, Disease Control

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	Field Technicians (Community Health) Certificate and at least five years working experience at the level of Senior Field Technician plus continuing training in disease control and prevention.	
<i>Knowledge</i>	Knowledge of GHS Reportable Disease Information System Knowledge of community entry and community mobilization	
<i>Skills and abilities</i>	Good communication skills Report writing skills Time management skills Ability to relate to people from differing backgrounds	Computer skills
<i>Personal Attributes</i>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour	

6.2.4 Superintendent Field Technician (Disease Control)

Job Title : Disease Control Field Technician

Grade : Superintendent Field Technician

Responsible To : Head of Unit/ Department

Accountable To : Facility In-Charge

Job Purpose:

To assist in surveillance and forecast of diseases of public health importance, outbreaks, emerging and re-emerging threats and pandemics

Main Duties and Responsibilities

- Provide information on the prevention and control of communicable diseases of public health importance to the community.
- Assist in managing epidemics:
 - o Assist in carrying out mass vaccination in times of epidemics and mass treatment of endemic diseases
 - o Assist in estimating resources needed—vaccines, drugs etc to control epidemics
 - o Assist in developing strategies to combat epidemics
- Work with stakeholders to implement comprehensive plans for disease control in the community.
- Assist with follow-up investigations on other non-communicable diseases.
- Assist with follow up investigations of bacterial, viral or parasitic infections reported to the health facility to determine source of infection, contacts and carriers of disease.
- Provide treatment for clients with communicable diseases according to treatment protocol
- Provide appropriate epidemiological information regarding communicable and non-communicable diseases within the community
- Supervise Community based Surveillance volunteers.
- Assist with the supervision of all grades of Field Technicians
- Carry out any other duty delegated by the Unit Head

Communication and Working Relationships

- Communicate effectively with the clients, the Disease Control Team and other staff
- Maintain good working relationship with staff, visitors and other users of the facility
- Effectively work in a team with other health workers
- Cooperate and collaborate with other health workers in the care of patients/clients

Personal and People Development

- Co-operate with the staff performance appraisal exercise within the facility
- Undertake any training required in order to maintain and update knowledge and skills
- Monitor own performance against agreed objectives and standards.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of GHS
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the In-Charge
- Assist the In-Charge to maintain safe systems and safe workplace

Quality Assurance

- Adhere to the GHS quality assurance policy and guidelines.
- Ensure that complaints from patients, visitors or staff are resolved where possible and reported to the In-Charge

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Field Technicians Certificate/Technical Assistants (Community Health) Certificate 	
Experience and knowledge	<ul style="list-style-type: none"> • 5 years' working experience at the level of Principal Field Technician 	<ul style="list-style-type: none"> • Knowledge of standards relating to communicable disease control and public health.
Skills and abilities	<ul style="list-style-type: none"> • Report writing skills • Time management skills • Excellent communication skills • Supervisory skills • Ability to relate to people from differing backgrounds 	<ul style="list-style-type: none"> • IT skills
Personal Attributes	<ul style="list-style-type: none"> • Adaptable, imaginative, innovative, enthusiastic and a sense of humour • Team worker 	