REPUBLIC OF KENYA

Revised Scheme of Service

for

Orthopaedic Trauma Personnel

September, 2015

APPROVED BY PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT

REPUBLIC OF KENYA

THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING
DIRECTORATE OF PUBLIC SERVICE MANAGEMENT

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 2227411
Telex: 23125
Fax: 2243620
When Replying please quote

Directorate of Public Service Management
P.O. BOX 30050–00100
NAIROBI
KENYA

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The Principal Secretary
Ministry of Health
NAIROBI

REVISED SCHEME OF SERVICE FOR ORTHOPAEDIC TRAUMA PERSONNEL

I am pleased to inform you that the Revised Scheme of Service for Orthopaedic Trauma Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 9th September, 2015.

The Revised Scheme of Service establishes four (4) grades of Orthopaedic Trauma Technicians and six (6) grades of Orthopaedic Trauma Technologists and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in recruitment, deployment, retention and general development of Orthopaedic Trauma Personnel.

Please take necessary action and ensure that the provisions of the Scheme are brought to the attention of all officers concerned.

G. A. Otieno (Mrs.) MBS
PRINCIPAL ADMINISTRATIVE SECRETARY

c.c: The Secretary
Public Service Commission of Kenya
NAIROBI

REVISED SCHEME OF SERVICE FOR ORTHOPAEDIC TRAUMA PERSONNEL

1. AIMS AND OBJECTIVES

(i) To provide for a clearly defined career structure which will attract, motivate, facilitate and retain suitably qualified and competent Orthopaedic Trauma Personnel in the Civil Service.

(ii) To provide for well-defined job descriptions and specifications with clear definition of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.

(iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, merit and ability as reflected in work performance and results; and

(iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The Scheme of Service will be administered by the Cabinet Secretary responsible for Orthopaedic Trauma Function in conjunction with the Public Service Commission. In administering the Scheme, the Cabinet Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Cabinet Secretary will ensure that officers acquire the necessary qualifications prescribed in the Scheme. In addition, the Cabinet Secretary will ensure that appropriate induction, coaching, mentoring and training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the career structure. Officers should be encouraged to undertake training privately for self-development. However, in all matters of training, the Cabinet Secretary administering the Scheme will consult with the Public Service Commission.

3. THE ORTHOPAEDIC TRAUMA FUNCTION

The Orthopaedic Trauma Function entails formulation, interpretation, implementation and review of orthopaedic trauma policies, guidelines, standards and procedures; management and coordination of orthopaedic trauma in collaboration with other government agencies and stakeholders; monitoring and evaluation of the implementation of orthopaedic trauma policies, standards, guidelines and procedures; undertaking research on orthopaedic and trauma techniques and trends; conducting closed manipulative reduction of fractures and dislocations of joints in musculo-skeletal system; and provision of corrective treatment of orthopaedic and trauma conditions.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes four (4) grades of Orthopaedic Trauma Technicians and six (6) grades of Orthopaedic Trauma Technologists who will be designated and graded as follows—

ORTHOPAEDIC TRAUMA TECHNICIANS APPENDIX 'A'

Designation	Job Group
Orthopaedic Trauma Technician III	'G'
Orthopaedic Trauma Technician II	'H'
Orthopaedic Trauma Technician I	'J'
Senior Orthopaedic Trauma Technician	'K'

ORTHOPAEDIC TRAUMA TECHNOLOGISTS APPENDIX 'B'

Designation	Job Group
Orthopaedic Trauma Technologist III	'H'
Orthopaedic Trauma Technologist II	'J'
Orthopaedic Trauma Technologist I	'K'
Senior Orthopaedic Trauma Technologist	'L'
Chief Orthopaedic Trauma Technologist	'M'
Principal Orthopaedic Trauma Technologist	'N'

(b) Conversion to the New Grading Structure

Serving Officers will adopt and convert to the new designations and grading structures as follows—

ORTHOPAEDIC TRAUMA TECHNICIANS APPENDIX 'A'

Present Designation	Job Group	New Designation	Job Group
Plaster Technician III	'G'	Orthopaedic Trauma Technician III	'G'
Plaster Technician II	'H'	Orthopaedic Trauma Technician II	'H'
Plaster Technician I	'J'	Orthopaedic Trauma Technician I	'J'
Senior Plaster Technician	'K'	Senior Orthopaedic Trauma Technician	'K'

Note:

The grades of Orthopaedic Trauma Technician III/II, Job Groups "G/H" for Certificate holders and Orthopaedic Trauma Technologist III/II, Job Groups "H/J" for Diploma holders will form a common establishment for the purpose of this Scheme of Service.

(c) **Serving Officers**

Serving Officers will adopt and convert as appropriate to the new grading structure and designations though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in the Scheme of Service. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grade.

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation of posts. Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposals for consideration and approval by the Public Service Commission.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) **Direct appointment**

Direct appointment will normally be made in the grade of Orthopaedic Trauma Technician III, Job Group 'G' and Orthopaedic Trauma Technologist III, Job Group 'H'. In exceptional cases however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendation of the Cabinet Secretary responsible for the Orthopaedic Trauma Function.

(b) **Incremental Credit**

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the scale is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized however, that these are the minimum requirements which entitle an officer to be considered for the appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on—

(i) existence of vacancy in the authorized establishment;

(ii) merit and ability as reflected in work performance and results; and

(iii) approval by the Public Service Commission.

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service—

(i) Certificate in either Orthopaedic Plaster and Traction Technology, Orthopaedic Plaster Technology or its equivalent qualification from a recognized institution.

(ii) Diploma in Orthopaedic Plaster Technology, Orthopaedic Medicine or its equivalent qualification from a recognized institution.

(iii) Certificate in Non Operative Management of Fractures and Congenital Talipes Equino-Varus (CTEV) Course lasting not less than two (2) weeks from a recognized institution.

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.

(v) Certificate in Management Course lasting not less than two (2) weeks from a recognized institution.

(vi) Certificate in computer application skills from a recognized institution.

(vii) Any other qualifications as may be adjudged to be equivalent and relevant by the Public Service Commission.

9. IMPLEMENTATION OF SCHEME OF SERVICE

The Scheme of Service will be operational with effect from 9th September, 2015. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATONS

ORTHOPAEDIC TRAUMA TECHNICIANS APPENDIX 'A'

I. ORTHOPAEDIC TRAUMA TECHNICIAN III, JOB GROUP 'G'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities entail: Manipulating and reducing fractures and dislocations; fixing and removing casts, bandages to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V.); participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and counseling patients/clients on issues regarding orthopaedic trauma.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have—

(i) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution; and

(ii) Certificate in computer application skills from a recognized institution.

II. ORTHOPAEDIC TRAUMA TECHNICIAN II, JOB GROUP 'H'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: Interpreting radiological images of orthopaedic and trauma cases; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V.); participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and counseling patients/clients on issues regarding orthopaedic trauma.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Orthopaedic Trauma Technician III for a minimum period of three (3) years;

(ii) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

III. ORTHOPAEDIC TRAUMA TECHNICIAN I, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: Interpreting radiological images of orthopaedic and trauma cases; coaching, mentoring and providing on job training to staff working under him/her; carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; removing external fixators; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V.); participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and counseling patients/clients with orthopaedic trauma needs.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Orthopaedic Trauma Technician II for a minimum period of three (3) years;

(ii) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and result.

IV. SENIOR ORTHOPAEDIC TRAUMA TECHNICIAN, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: Interpreting radiological images of orthopaedic and trauma cases; coaching, mentoring and providing on job training to staff working under them; carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; removing external fixators; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V.); participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; counseling patients/clients on issues regarding orthopaedic trauma; participating in curriculum development for orthopaedic trauma personnel in liaison with other stakeholders; and supervising work and staff under the officer in the area of deployment.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Orthopaedic Trauma Technician I for a minimum period of three (3) years;

(ii) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in Non Operative Management of Fractures and Congenial Equino-Varus (CTEV) Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from recognized institution;

(v) Certificate in computer application skills from a recognized institution; and

(vi) shown merit and ability as reflected in work performance and results.

ORTHOPAEDIC TRAUMA TECHNOLOGISTS APPENDIX 'B'

I. ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail: Manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; correcting Congenital Talipes Equino-Varus (C.T.E.V.); counseling patients/clients on issues regarding orthopaedic trauma; cleaning and treating simple wounds resulting from orthopaedic trauma; documenting orthopaedic and trauma case; and assessing and referring patients with musculoskeletal conditions.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have—

(i) Diploma in Orthopaedic Plaster Technology from a recognized institution; and

(ii) Certificate in computer application skills from a recognized institution.

II. ORTHOPAEDIC TRAUMA TECHNOLOGIST II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: Interpreting radiological images of orthopaedic and trauma cases; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; counseling patients/clients on issues regarding orthopaedic trauma; correcting Congenital Talipes Equino-Varus (C.T.E.V.); documenting orthopaedic and trauma case; assessing and referring patients with musculo-skeletal conditions; participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; cleaning and treating simple wounds resulting from orthopaedic trauma; and making follow- ups of orthopaedic and trauma cases in the wards and out-patient clinics.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Orthopaedic Trauma Technologist III for a minimum period of three (3) years;

(ii) Diploma in Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

III. ORTHOPAEDIC TRAUMA TECHNOLOGIST I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail; Interpreting radiological images of orthopaedic and trauma cases; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; counseling patients/clients on issues regarding orthopaedic trauma; correcting Congenital Talipes Equino-Varus (C.T.E.V.); documenting orthopaedic and trauma cases; assessing and referring patients with musculo-skeletal conditions; carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; and removing external fixators.

Further duties and responsibilities entail: Cleaning and treating simple wounds resulting from orthopaedic trauma; making follow-ups of orthopaedic and trauma cases in the wards and out-patient clinics; participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and providing orthopaedic and trauma assistance during orthopaedic surgical operations.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Orthopaedic Trauma Technologist II for a minimum period of three (3) years;

(ii) Diploma in Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

IV. SENIOR ORTHOPAEDIC TRAUMA TECHNOLOGIST, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail: Interpreting radiological images of orthopaedic and trauma cases; manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients; counseling patients/clients on issues regarding orthopaedic trauma; correcting congenital Talipes Equino-Varus (C.T.E.V.); documenting orthopaedic and trauma cases; assessing and referring patients with musculo-skeletal conditions; participating in the management of minor orthopaedic and trauma cases in emergencies and accidents; carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's

pins and skull calipers; removing external fixators; and carrying out research on orthopaedic and trauma techniques and trends.

Further duties and responsibilities will entail carrying out community outreach to identify orthopaedic and trauma deformities in liaison with other health workers and stakeholders; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; providing orthopaedic and trauma assistance during orthopaedic surgical operations; cleaning and treating simple wounds resulting from orthopaedic trauma; preparing orthopaedic and trauma case summaries; and making follow- ups of orthopaedic and trauma cases in the wards and out-patient clinics.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Orthopaedic Trauma Technologist I for a minimum period of three (3) years;

(ii) Diploma in Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in computer application skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

V. CHIEF ORTHOPAEDIC TRAUMA TECHNOLOGIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level entail interpreting radiological images of orthopaedic and trauma cases; supervising the manipulation and reduction of fractures and dislocations; supervising the fixing and removal of casts, bandages and tractions to and from patients; managing the correction of congenital Talipes Equino-Varus (C.T.E.V.); ensuring the documentation of orthopaedic and trauma cases; assessing and referring patients with musculo-skeletal conditions; managing minor orthopaedic and trauma cases in emergencies and accidents; sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and initiating research on orthopaedic and trauma techniques and trends.

Further duties and responsibilities will entail providing orthopaedic and trauma assistance during orthopaedic surgical operations; carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; removing external fixators; ensuring collection and compiling of orthopaedic and trauma reports; conducting follow-ups of orthopaedic and trauma cases in the wards and out-patient clinics; collecting and collating data relating to orthopaedic and trauma conditions; counseling patients/clients on issues regarding orthopaedic trauma; and coaching and mentoring health trainees in orthopaedic and trauma.

(b) Requirements for Appointment

For appointment to this grade, an officer must have—

(i) served in the grade of Senior Orthopaedic Trauma Technologist for a minimum period of three (3) years;

(ii) Diploma in Orthopaedic Plaster Technology from a recognized institution;

(iii) Certificate in Management Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills from a recognized institution; and

(v) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ORTHOPAEDIC TRAUMA TECHNOLOGIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail managing and coordinating orthopaedic trauma function. Specific duties and responsibilities will involve:- coordinating the formulation, interpretation, implementation, and review of orthopaedic trauma policies, guidelines, standards and procedures; coordinating the monitoring and evaluation of orthopaedic trauma policies, standards, guidelines and procedures; coordinating and interpretation of orthopaedic and trauma reports for decision making; assessing and referring patients with musculo-skeletal conditions; compiling data on Congenital Talipes Equino-Varus (C.T.E.V.) for decision making; overseeing research on orthopaedic and trauma techniques and trends; providing technical support on acquisition of orthopaedic and trauma equipment and supplies; analyzing data relating to orthopaedic and trauma conditions in liaison with other health workers and stakeholders; guiding and counseling orthopaedic trauma staff; coordinating the coaching and mentorship to health trainees in orthopaedic and trauma; and coordinating departmental performance management and staff development.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Chief Orthopaedic Trauma Technologist for a minimum period of three (3) years;

(ii) Diploma in either Orthopaedic Plaster Technology or Orthopaedic Medicine from a recognized institution;

(iii) Certificate in Management Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in computer application skills from a recognized institution;

(v) shown merit and ability as reflected in work performance and results; and

(vi) Demonstrated competence and administrative capability required for effective planning, direction, control and coordination of the Orthopaedic Trauma Function.