REPUBLIC OF KENYA

Revised Scheme of Service

for

Nursing Personnel

May, 2014

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

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Revised Scheme of Service

for

Nursing Personnel

REPUBLIC OF KENYA

THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING

Telegraphic address: "**Personnel**", Nairobi
Telephone: Nairobi 2227411
Fax: 243620

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

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17th June, 2014
.....
and date

The Principal Secretary,
Ministry of Health,
NAIROBI.

REVISED SCHEME OF SERVICE FOR NURSING PERSONNEL

I am pleased to inform you that the Revised Scheme of Service for Nursing Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from May, 2014.

The Schemes establishes five (5) grades of Enrolled Nurses, seven (7) grades of Registered Nurses and eight (8) grades of Nursing Officers. It provides clear and concise job descriptions and specifications at all levels within the grading structure. The provisions of this Scheme once implemented will no doubt greatly assist in the recruitment, deployment, retention and general development of the Nursing Personnel Function.

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

Juster Nkoroi, EBS
PRINCIPAL ADMINISTRATIVE SECRETARY

Copy to: The Secretary
Public Service Commission
NAIROBI

3. THE NURSING PERSONNEL FUNCTION

The Nursing Function entails: implementation of the Nursing Act, Cap 257 of 2005 and as amended in 2011; formulation, implementation, review and interpretation of health and nursing policies, standards, guidelines and programmes; management and coordination of nursing services at all levels; providing holistic preventive, promotive, curative, rehabilitative and palliative health care services using the nursing process to meet health needs of clients/patients; providing technical advice and nursing care in the approved areas of specialization including: Nephrology, Critical Care, Anaesthesiology, Peri-operative, Emergency Care, Trauma and Emergency; Paediatric and Neonatology Care, Community Health, Home-Based Care, Family Health, Occupational Health and Safety, Community Midwifery, Mental Health, Midwifery and/or Reproductive Health and Women's Health, HIV/AIDS & TB, Infection Prevention, Oncology and Control/Epidemiology, Psychosocial, ENT and Ophthalmology; working with other members of the healthcare team in conducting all health interventions; carrying out research in the field of nursing and healthcare; maintaining nursing records and confidentiality of information relating to patients/clients; provision of safe patient care in a conducive environment; developing nurses' training syllabi and curriculum for continuing professional development in liaison with training providers; educating, training and mentoring of students both in clinical areas and community.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes five (5) grades of Enrolled Nurses, seven (7) grades of Registered Nurses and eight (8) grades of Nursing Officers who will be graded and designated as follows:

ENROLLED NURSES **APPENDIX 'A'**

Current Designation	Job Group
Enrolled Nurse III	'G'
Enrolled Nurse II	'H'
Enrolled Nurse I	'J'
Senior Enrolled Nurse II	'K'
Senior Enrolled Nurse I	'L'

REGISTERED NURSES **APPENDIX 'B'**

New Designation	Job Group
Registered Nurse III	'H'
Registered Nurse II	'J'
Registered Nurse I	'K'
Senior Registered Nurse	'L'
Chief Registered Nurse	'M'
Principal Registered Nurse	'N'
Senior Principal Registered Nurse	'P'

NURSING OFFICERS **APPENDIX 'C'**

New Designation	Job Group
Nursing Officer (Intern)	'K'
Senior Nursing Officer	'L'
Chief Nursing Officer	'M'
Principal Nursing Officer	'N'
Assistant Director, Nursing Services	'P'
Senior Assistant Director, Nursing Services	'Q'
Deputy Director, Nursing Services	'R'
Director, Nursing Services	'S'

(b) Conversion to the New Grading Structure

Serving officers will convert and adopt the new grading structure and designations as follows:

ENROLLED NURSES **APPENDIX 'A'**

Current Designation	Job Group	New Designation	Job Group
Enrolled Nurse III	'G'	Enrolled Nurse III	'G'
Enrolled Nurse II	'H'	Enrolled Nurse II	'H'
Enrolled Nurse I	'J'	Enrolled Nurse I	'J'
Senior Enrolled Nurse	'K'	Senior Enrolled Nurse II	'K'
--------	---	Senior Enrolled Nurse I	'L'

REGISTERED NURSES **APPENDIX 'B'**

Current Designation	Job Group	New Designation	Job Group
Nursing Officer III	'H'	Registered Nurse III	'H'
Nursing Officer II	'J'	Registered Nurse II	'J'
Nursing Officer I	'K'	Registered Nurse I	'K'
Senior Nursing Officer	'L'	Senior Registered Nurse	'L'
Assistant Chief Nursing Officer	'M'	Chief Registered Nurse	'M'
Senior Assistant Chief Nursing Officer	'N'	Principal Registered Nurse	'N'
----------	-------	Senior Principal Registered Nurse	'P'

NURSING OFFICERS **APPENDIX 'C'**

Current Designation	Job Group	New Designation	Job Group
Nursing Officer II	'J'	----------	------
Nursing Officer I	'K'	Nursing Officer/Intern	'K'
Senior Nursing Officer	'L'	Senior Nursing Officer	'L'
Assistant Chief Nursing Officer	'M'	Chief Nursing Officer	'M'
Senior Assistant Chief Nursing Officer	'N'	Principal Nursing Officer	'N'
Deputy Chief Nursing Officer	'P'	Assistant Director, Nursing Services	'P'
Senior Deputy Chief Nursing Officer	'Q'	Senior Assistant Director, Nursing Services	'Q'
-----	---	Deputy Director, Nursing Services	'R'
Chief Nursing Officer	'R'	Director, Nursing Services	'S'

Note: *The grades of Enrolled Nurse III/II/I/Senior, Job Groups 'G/H/J/K' for Certificate holders; Registered Nurse III/II/I/Senior, Job Groups 'H/J/K/L' for Diploma holders; and Nursing Officer/Senior/Chief/Principal Nursing Officer, Job Groups 'K/L/M/N' for degree holders will form a common establishment for the purpose of this Scheme.*

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structure and designations provided in the Scheme of Service though they may not be in

possession of the requisite minimum qualifications prescribed in the Scheme of Service. For advancement to higher grades, however, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grade.

5. PROVISION OF POSTS

A seheme of service does not constitute authority for creation/upgrading of posts. Any additional post(s) required under the new grading structure must be included in the establishment proposal for consideration and approval by the Public Service Commission or the County Public Service Board as the case may be.

6. ENTRY INTO THE SCHEME

(a) Direct Appointment

Direct appointment will normally be made in the grades of Enrolled Nurse III, Job Group 'G', Registered Nurse III, Job Group 'H' and Nursing Officer (Intern), Job Group 'K' provided the candidate is in possession of the minimum academic qualifications prescribed in the Scheme of Service for that grade. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission/County Public Service Board on the recommendations of the Principal Secretary/Chief Officer responsible for the Nursing function.

(b) Incremental Credits

Incremental credit(s) for approved experience acquired after obtaining the minimum prescribed 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 granting incremental credits, any period of service stipulated as a basic requirement for appointment or promotion to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

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 entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:

(i) existence of a vacancy in the authorized establishment;
(ii) merit and ability as reflected in work performance and results; and
(iii) approval of the Public Service Commission or the County Public Service Board as the case may be.

8. RECOGNIZED QUALIFICATIONS

The following are the minimum recognized qualifications for Nursing Officers for the purpose of this Scheme of Service:

(i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse, Enrolled Nurse/Midwife or any other equivalent qualification from a recognized training institution.

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, Kenya Registered Nursing/Mental Health and Psychiatry or any other equivalent qualification from a recognized institution.

(iii) Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing, Kenya Registered Palliative Nursing, or any other equivalent qualification from a recognized institution.

(iv) Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing, Clinical Care or any other equivalent qualification from a recognized institution;

(v) Bachelors Degree in any of the following disciplines: Nursing, Midwifery or any other relevant qualification from a recognized institution.

(vi) Masters Degree in any of the following disciplines: Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management, Geriatric Nursing, or any other relevant qualification from a recognized institution.

(vii) Enrolment Certificate issued by the Nursing Council of Kenya.

(viii) Registration Certificate issued by the Nursing Council of Kenya.

(ix) Valid practising license from Nursing Council of Kenya

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

(xi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(xii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.

(xiii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.

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

(xv) Such other qualifications as may be adjudged to be equivalent and relevant by Public Service Commission in consultation with the Nursing Council of Kenya.

9. IMPLEMENTATION OF THE SCHEME

The Scheme of Service will become operational with effect from May, 2014. On implementation all serving officers will automatically become members of the Scheme.

10. JOB DESCRIPTIONS AND SPECIFICATIONS

ENROLLED NURSES **APPENDIX 'A'**

I. ENROLLED NURSE III, JOB GROUP 'G'

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately; evaluating healthcare outcomes on patients/clients preparing individualised reports; making appropriate discharge plan for patients; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings; conducting home visits, following up discharged patients/clients and providing continuity of care; and treating minor ailments.

(b) **Requirements for Appointment**

For appointment to this grade, a candidate must have:

(i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(ii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iii) Valid practising license from Nursing Council of Kenya; and

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

II. ENROLLED NURSE II, JOB GROUP 'H'

(a) **Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing care interventions based on patients'/clients' health needs; providing appropriate healthcare services, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, administration of medication providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; implementing school health interventions and preparing periodic reports; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings and maintaining records on patients/clients personal and health condition/care.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

(i) served in the grade of Enrolled Nurse III, for a minimum period of two (2) years;

(ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) Valid practising license from Nursing Council of Kenya;

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

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

III. ENROLLED NURSE I, JOB GROUP 'J'

(a) Duties and Responsibilities

- Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling on identified health and socio-economic needs to patients'/clients'; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; evaluating healthcare outcomes on patients/clients and preparing individualised reports; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; and guiding and orienting students.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Enrolled Nurse II, for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from Nursing Council of Kenya;

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

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

IV. SENIOR ENROLLED NURSE II, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; making appropriate discharge plan for patients; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff and students; and carrying out health outreach activities.

(b) Requirements of Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Enrolled Nurse I for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya;

(iii) Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iv) Enrolment Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from Nursing Council of Kenya;

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

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

V. SENIOR ENROLLED NURSE I, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients: referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff, students and health personnel; and carrying out health outreach activities.

(b) Requirements of Appointment

For appointment to the grade, an officer must have:

(i) served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iii) Enrolment Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from Nursing Council of Kenya;

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

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

I. REGISTERED NURSE 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 of a senior officer. Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

(i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(iii) Valid practising license from Nursing Council of Kenya; and

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

II. REGISTERED NURSE II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at his level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health, providing health education and counselling to patients/clients and community on identified health needs; implementing recommendations from research findings for improvement of care; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans;

maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; identifying occupational health needs; and making recommendations; and conducting clinical teaching and assessing nursing students.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Registered Nurse III for a minimum period of two (2) years;

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid practising license from Nursing Council of Kenya;

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

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

III. REGISTERED NURSE I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualised reports; conducting assessment of schools health needs; planning, implementing interventions and preparing periodic reports; and identifying occupational health needs and making appropriate recommendations.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Registered Nurse II for a minimum period of three (3) years:

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid practising license from the Nursing Council of Kenya;

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

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

IV. SENIOR REGISTERED NURSE, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits; conducting nursing teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualised report; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit; ensuring effective utilisation and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

(i) served in the grade of Registered Nurse I for a minimum period of three (3) years:

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practising license from the Nursing Council of Kenya;

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

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

V. CHIEF REGISTERED NURSE, JOB GROUP 'M'

(a) **Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; facilitating patients/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualised reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery section/units; ensuring effective utilisation and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the health service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analysing data for research and compiling reports.

(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Registered Nurse for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid Practising License from the Nursing Council of Kenya;

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

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

IV. PRINCIPAL REGISTERED NURSE, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing application of the nursing process at the health service delivery point; coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; designing health education and counselling interventions for patients/clients and community on identified health needs; managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing training plans/programmes for nurses at the service delivery department; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilisation and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; and analysing data for research and compiling reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Chief Registered Nurse for a minimum period of three (3) years;

(iii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

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

(viii) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes; and

VII. SENIOR PRINCIPAL REGISTERED NURSE, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization; implementing projects and programmes in area of specialization; ensuring application of nursing process at the service delivery point/area; coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; formulating interventions to address identified health needs; managing nursing services at a health facility; monitoring and evaluating health care in a health facility; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing specifications for procurement of nursing commodities and supplies; conducting research and preparing reports; coordinating health care activities in an area of specialization in collaboration with other stakeholders; advising the Health/Hospital Management Team (HMT) on matters relating to nursing; implementing continuing professional development programmes for nurses; and initiating preparation of annual work plans.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Principal Registered Nurse for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;

(iii) Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

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

(vi) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

I. NURSING OFFICER/INTERN, JOB GROUP 'K'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client; conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes; participating in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(iii) Valid practising license from the Nursing Council of Kenya; and

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

II. SENIOR NURSING OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care

environment for client/patient; carrying out clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; documenting interventions and nursing outcomes; conducting a community health risk assessment and providing outcome based interventions; and participating in quality improvement and quality assurance procedures.

In addition, duties and responsibilities will also include: referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients personal and health condition/care; following up convalescing patients referred from higher facilities for continuity of care; conducting assessment of school health needs, plan, implement interventions, and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; conducting community diagnosis and providing feedback; and conducting desk review, collecting data and implementing recommendations of the findings for improvement of nursing care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Nursing Officer for a minimum period of two (2) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid practising license from Nursing Council of Kenya;

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

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

III. CHIEF NURSING OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based

nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting a community health risk assessment and providing outcome based interventions; conducting nursing teaching and assessment of nursing staff and students; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining nursing records on patients/clients personal and health condition/care; conducting assessment of school health needs, and implementing; conducting community diagnosis and providing feedback; conducting desk reviews, collecting and collating data; implementing recommendations of findings for improvement of nursing care; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

(b) Requirement for Appointment:

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

(i) served in the grade of Senior Nursing Officer for a minimum period of three (3) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid Practising License from the Nursing Council of Kenya;

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

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

IV. PRINCIPAL NURSING OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among

interdisciplinary teams to support client/patient and their families; conducting nursing teaching and assessment of nursing staff and students; and coordinate quality assurance activities for improvement of nursing care outcomes.

In addition, duties and responsibilities will include: evaluating community interventions and providing feedback; managing nursing commodities and other resources; conducting studies and surveys in various health care areas and disseminating findings to improve care; coordinating occupational health and safety activities and preparing periodic reports; ensuring effective utilisation and safety of assigned medical supplies and equipment; developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing training/induction programmes; evaluating in-house training programmes and producing periodical reports; implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Chief Nursing Officer for a minimum period of three (3) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(iii) Valid practising license from the Nursing Council of Kenya;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

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

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

V. ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: coordinating development of policies, standards and guidelines in the provision of nursing services; ensuring

application of the nursing process at the service delivery unit of specialization; carrying out comprehensive health needs assessment in the area of specialization; formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility; coordinating implementation of nursing related projects and programmes; coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing reports; advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; implementing continuing professional development programmes for nurses; preparing strategic/annual work plans in a health facility; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Principal Nursing Officer for a minimum period of three (3) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

(iii) Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

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

(viii) demonstrated a high degree of professional competence and administrative capability.

V. SENIOR ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'Q'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: developing of policies, standards and guidelines in the provision of nursing services; ensuring application of nursing process at the service delivery unit; carrying out comprehensive health needs assessment in a health facility and community; designing training needs assessment tools, curriculum and programmes; formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility and community; coordinating implementation of nursing related projects and programmes; managing nursing services at a health facility and community; coordinating preparation of training plans/programmes for nurses; providing quantification and specifications for procurement of medical supplies and equipment; conducting research; advising Health or Hospital Management Team (HMT) on matters relating to Nursing Services; and coordinating development of strategic/work planning and performance contracts for Nurses.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Assistant Director, Nursing Services for a minimum period of three (3) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iii) Masters Degree in any of the following disciplines: Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and

Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

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

(ix) demonstrated a high degree of professional competence and administrative capability.

VII. DEPUTY DIRECTOR, NURSING SERVICES, JOB GROUP 'R'

(a) Duties and Responsibilities

An officer working at this level will deputize the Director, Nursing Services or may be deployed to head nursing services in any of the following: Prisons Services, School Health Programme, Referral Hospital or any other relevant programme at the national level. Duties and responsibilities at this level will include: giving technical advice in a Nursing field of speciality at national/county level of healthcare services including, development and dissemination of policies, standards and policy guidelines; developing, implementing and reviewing health care policies relating to nursing services; initiating development and review of training programmes for nurses; ensuring compliance with nursing standards, guidelines and ethics; developing standards and guidelines for nursing commodities; compiling monitoring and evaluation reports of nursing services at county/national government; ensuring recommendations from nursing research is utilized to inform policy development; developing departmental strategic/work plans; training and development of nursing staff; and annual planning and budgeting for nursing services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Assistant Director, Nursing Services for a minimum period of three (3) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iii) Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practicing license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

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

(viii) Demonstrated a high degree of professional competence and administrative capability as well as broad experience in Nursing and Health Care Standards and programmes.

VIII. DIRECTOR, NURSING SERVICES, JOB GROUP 'S'

(a) Duties and Responsibilities

The Director, Nursing Services will head the Nursing Services Function and will be responsible to the Principal Secretary responsible for Health Services for provision of strategic leadership and direction.

Specific duties and responsibilities will entail: ensuring compliance to the provisions of the Nurses Act. Cap 257; formulating, interpreting and reviewing policies relating to nursing services; domesticating and ensuring compliance with nursing standards, guidelines and ethics; facilitating development and review of training programmes for nurses; providing technical advice on matters pertaining to Nursing services; developing and maintaining of standards and guidelines for nursing commodities; monitoring and evaluation of nursing services; facilitating research and promoting innovations; ensuring performance management and capacity building; planning and budgeting for nursing services; and managing facilities, assets and resources for nursing services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Deputy Director, Nursing for a minimum period of three (3) years;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iii) Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from the Nursing Council of Kenya;

(vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

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

(viii) demonstrated a high degree of professional competence, thorough knowledge and understanding of national goals, policies and objectives and the ability to relate them to the management and functions of nursing services.