

# **RESTRUCTURING THE ADDITIONAL DUTY HOURS ALLOWANCE**

## **Part I of Volume II**

### **JOB DESCRIPTIONS FOR ALLIED HEALTH STAFF - I**

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## **1.0 EYE CARE STAFF**

### **1.1 OPTOMETRISTS**

#### **1.1.1 Optometrist**

<b>Job Title</b>	:	Optometrist
<b>Grade</b>	:	Optometrist
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Facility

To provide efficient and quality eye care services through examination, diagnoses and management of the eye and visual system

#### **Main Duties and Responsibilities**

- Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment.
- Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma, colour blindness etc.
- Analyze test results and develop/implement a management plan.
- Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
- Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors.
- Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment as appropriate.
- Prescribe therapeutic procedures to correct or conserve vision.
- Provide vision therapy and low vision rehabilitation.
- Organize outreach services
- Perform other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Participate in professional meetings and conferences as required.
- 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 eye care 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 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 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 Optometrist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Post graduate diploma in Optometry/ Doctor of Optometry (OD) and at least ONE (1) year Internship at a recognized health facility	Masters degree in a relevant specialty
<b>Knowledge</b>	Knowledge and understanding of techniques needed to diagnose diseases of the eye. Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	

<b>Skills</b>	<p>Good written and verbal communication skills.          Ability to work with a multi-disciplinary team.          Ability to work under pressure to meet tight deadlines.          Demonstrated ability to work on own initiative.          Ability to initiate and maintain clear, concise documentation</p>	Computer skills.
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work          Ability to take initiative and to influence others positively</p>	



### **1.1.2 Senior Optometrist**

<b>Job Title</b>	:	Optometrist
<b>Grade</b>	:	Senior Optometrist
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Facility

To provide efficient and quality eye care services through examination, diagnoses and management of the eye and visual system

#### **Main Duties and Responsibilities**

- Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses.
- Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma, colour blindness etc.
- Analyze test results and develop/implement a management plan.
- Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
- Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors.
- Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment as appropriate.
- Prescribe therapeutic procedures to correct or conserve vision.
- Provide vision therapy and low vision rehabilitation.
- Organize outreach services
- Perform any other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Be visible and approachable resource for both staff and client for eye care services and personal issues
- Participate in professional meetings and conferences as required.
- 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 eye care services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.

- Be actively involved in the training of students, new entrants and other health workers in the unit.
- Contribute to the Continuing Professional Development of the eye care 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 eye care unit including personnel matters and appropriate record keeping
- Participate in roster planning and monitoring in the unit
- Contribute to the preparation of budget for activities of the unit
- Contribute to the preparation of annual report on the activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

### **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
- 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 the eye care 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  
Senior Optometrist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	Post graduate diploma in Optometry/ Doctor of Optometry (OD) and at least Three (3) years working experience at the level of Optometrist plus continuing professional development	Masters degree in a relevant specialty
<b><i>Knowledge</i></b>	Knowledge and understanding of techniques needed to diagnose diseases of the eye. Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b><i>Skills</i></b>	Good written and verbal communication skills. Ability to work with a multi-disciplinary team. Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

### **1.1.3 Principal Optometrist**

<b>Job Title</b>	:	Optometrist
<b>Grade</b>	:	Principal Optometrist
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Facility

To provide efficient and quality eye care services through examination, diagnoses and management of the eye and visual system

#### **Main Duties and Responsibilities**

- Give direction and supervise the activities of the Junior Optometrists
- Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses and provide treatment.
- Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma, colour blindness etc.
- Analyze test results and develop/implement a management plan.
- Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
- Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors.
- Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment as appropriate.
- Prescribe therapeutic procedures to correct or conserve vision.
- Provide vision therapy and low vision rehabilitation.
- Organize outreach services
- Perform other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Be visible and approachable resource for both staff and client for eye care services and personal issues
- Participate in professional meetings and conferences as required.
- 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 eye care services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.

- Be actively involved in the training of students, new entrants and other health workers in the unit.
- Contribute to the Continuing Professional Development of the eye care staff.
- Participate in the appraisal of staff performance in the unit
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Management**

- Be actively involved in the day-to-day management of the eye care unit
- Ensure regular availability of supplies and other logistics in the eye care unit
- Identify and participate in any cost improvement measures as required.
- Ensure 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 budget for activities of the unit
- Play active role in the preparation of annual report on the activity of the unit
- Ensure maintenance of up-to date records in the unit
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

### **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
- 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 the eye care 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.
  - 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 Optometrist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	Post graduate diploma in Optometry/ Doctor of Optometry (OD) and at least five (5) years working experience at the level of Optometrist plus continuing professional development and training in management	Masters degree in a relevant specialty
<b><i>Knowledge</i></b>	Knowledge and understanding of techniques needed to diagnose diseases of the eye. Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b><i>Skills</i></b>	Good written and verbal communication skills. Ability to work with a multi-disciplinary team. Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

#### **1.1.4 Deputy Chief Optometrist**

<b>Job Title</b>	:	Optometrist
<b>Grade</b>	:	Deputy Chief Optometrist
<b>Responsible To</b>	:	Head of Department
<b>Accountable To</b>	:	Head of Facility

To provide efficient and quality eye care services through examination, diagnoses and management of the eye and visual system

#### **Main Duties and Responsibilities**

- Supervise the activities of the Junior Optometrists and other subordinate staff by training, assigning work, and evaluating performance
- Diagnose, manage, and treat conditions and diseases of the human eye and visual system.
- Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat eye conditions and appropriately refer
- Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma, colour blindness etc.
- Analyze test results and develop/implement a management plan.
- Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
- Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors.
- Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment is determined necessary.
- Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.
- Prescribe therapeutic procedures to correct or conserve vision.
- Provide vision therapy and low vision rehabilitation.
- Organize outreach services
- Perform any other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Be visible and approachable resource for both staff and client for eye care services and personal issues
- Participate in professional meetings and conferences as required.
- 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 eye care services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan and organize training programme for students, new entrants and other health workers in the unit.
- Ensure Continuing Professional Development of the eye care staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Management**

- Be actively involved in the day-to-day management of the eye care unit
- Ensure regular availability of supplies and other logistics in the eye care unit
- Identify and participate in any cost improvement measures as required.
- Undertake/participate in roster planning and monitoring in the unit
- Ensure effective and efficient use of human and material resources in the unit
- Participate in the preparation of budget for activities of the unit
- Participate in the preparation of annual report on the activity of the unit
- Maintain up-to date records in the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

## **Research**

- Undertake research and development programmes in the area of work

## **Health and Safety Responsibilities**

- Promote adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit
- Take care of own safety and take all measures to ensure the safety of other staff in the unit.
- Ensure maintenance of a safe, clean, and pleasant working environment taking remedial action when necessary.

## **Quality Assurance**

- Work within the prescribed quality standards for the eye care services
- Comply with the GHS quality assurance policy and guidelines.
- 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.
  - 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 Optometrist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	Post graduate diploma in Optometry/Doctor of Optometry (OD) plus masters degree in a relevant specialty and at least Three (3) years post masters qualification working experience at the level of Senior Optometrist; evidence of continuous professional education and training in management and leadership <u>Or</u> Post graduate diploma in Optometry/Doctor of Optometry (OD) plus masters degree in a relevant specialty at the level of Principal Optometrist; evidence of continuous professional education and training in management and leadership <u>Or</u> Post graduate diploma in Optometry/Doctor of Optometry (OD) and at least Five (5) years working experience at the level of Principal Optometrist; evidence of continuous professional education and training in management and leadership  Research experience Broad experience in eye care services	
<b><i>Knowledge</i></b>	Broad knowledge and understanding of techniques needed to diagnose diseases of the eye. Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b><i>Skills</i></b>	Good written and verbal communication skills. Ability to work with a multi-disciplinary team. Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

### **1.1.5 Chief Optometrist**

<b>Job Title</b>	:	Optometrist
<b>Grade</b>	:	Chief Optometrist
<b>Responsible To</b>	:	Head of Department
<b>Accountable To</b>	:	Head of Facility

To provide efficient and quality eye care services through examination, diagnoses and management of the eye and visual system

#### **Main Duties and Responsibilities**

- Supervise the activities of the Junior Optometrists and other subordinate staff by training, assigning work, and evaluating performance
- Diagnose, manage, and treat conditions and diseases of the human eye and visual system.
- Examine eyes and visual system, diagnose problems or impairments, prescribe corrective lenses, and provide treatment. May prescribe therapeutic drugs to treat eye conditions and appropriately refer
- Examine eyes, using observation, instruments and pharmaceutical agents, to determine visual acuity and perception, focus and coordination and to diagnose diseases and other abnormalities such as glaucoma, colour blindness etc.
- Analyze test results and develop/implement a management plan.
- Prescribe, supply, fit and adjust eyeglasses, contact lenses and other vision aids.
- Educate and counsel patients on contact lens care, visual hygiene, lighting arrangements and safety factors.
- Consult with and refer patients to ophthalmologist or other health care practitioner if additional medical treatment is determined necessary.
- Remove foreign bodies from the eye (tarsal and superficial).
- Provide patients undergoing eye surgeries, such as cataract and laser vision correction, with pre- and post-operative care.
- Prescribe therapeutic procedures to correct or conserve vision.
- Provide vision therapy and low vision rehabilitation.
- Organise outreach services
- Perform any other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Discuss treatment/management of condition with patient and relatives where applicable and encourage them to ask questions.
- Be visible and approachable resource for both staff and client for eye care services and personal issues
- Participate in professional meetings and conferences as required.
- 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 eye care services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan and organize training programme for students, new entrants and other health workers in the unit.
- Ensure Continuing Professional Development of the eye care staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Management**

- Be actively involved in the day-to-day management of the eye care unit
- Ensure regular availability of supplies and other logistics in the eye care unit
- Identify and participate in any cost improvement measures as required.
- Ensure 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 budget for activities of the unit
- Play active role in the preparation of annual report on the activity of the unit
- Ensure maintenance of up-to date records in the unit
- 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 and Safety Responsibilities**

- Promote adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment) in the unit
- Take care of own safety and take all measures to ensure the safety of other staff in the unit.
- Ensure maintenance of a safe, clean, and pleasant working environment taking remedial action when necessary.

## **Quality Assurance**

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

### Chief Optometrist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Post graduate diploma in Optometry/Doctor of Optometry (OD) plus masters degree in a relevant specialty and at least Five (5) years working experience at the level of Deputy Chief Optometrist; evidence of continuous professional education and training in management and leadership  Research experience Broad experience in eye care services	
<b>Knowledge</b>	Broad knowledge and understanding of techniques needed to diagnose diseases of the eye. Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b>Skills</b>	Good written and verbal communication skills. Ability to work with a multi-disciplinary team. Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

## **1.2 OPTICIANS**

### **1.2.1 Optician**

**Job Title** : Dispensing Optician

**Grade** : Optician

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose:**

To provide efficient and quality eye care services through dispensing and fitting of eyeglasses and optical devices/aids.

#### **Main Duties and Responsibilities**

- Supply, fit and adjust eye glasses and other vision aid according to prescription from Optometrists/Ophthalmologists
- Examine written prescription to determine the specifications of lenses
- Recommend eye glass frames, lenses and lens coatings after considering the prescription, clients occupation, habits and facial features
- May use lensometer (focimeter) to record eye glass measurements
- Educate clients on adapting to, wearing, or caring for eye glasses
- Maintain clean, organized and stocked eyeglass displays.
- Assist in maintaining proper record keeping on clients prescriptions, work orders and perform administrative duties
- Perform other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with staff, patients, and customers.
- Work effectively in a team with other health workers in the facility.
- Attend and contribute at staff meetings.

#### **Person and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of new technology and advances in the optical industry.
- 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 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.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the quality standards for eye care services.
- Ensure that complaints from patients, visitors or 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 Optician

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Ophthalmic Techniques and at least ONE (1) year Internship at a recognized health facility	Advanced Diploma in Ophthalmic Techniques
<b>Knowledge</b>	Knowledge and understanding of techniques needed to dispense and fit eyeglasses and optical devices/aids Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b>Skills</b>	Good written and verbal communication skills. Able to follow standard operational procedures. Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation	Computer skills.
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

### **1.2.1 Senior Optician**

**Job Title** : Dispensing Optician

**Grade** : Senior Optician

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose:**

To provide efficient and quality eye care services through dispensing and fitting of eyeglasses and optical devices/aids.

#### **Main Duties and Responsibilities**

- Supply, fit and adjust eye glasses and other vision aid according to prescription from Optometrists/Ophthalmologists
- Examine written prescription to determine the specifications of lenses
- Recommend eye glass frames, lenses and lens coatings after considering the prescription, clients occupation, habits and facial features
- May use lensometer (focimeter) to record eye glass measurements
- Prepare work orders that give Ophthalmic laboratory technician information needed to grind and insert lenses into a frame
- Educate clients on adapting to, wearing and caring for eye glasses
- Maintain clean, organized and stocked eyeglass displays.
- Maintain proper record keeping on clients prescriptions, work orders and perform administrative duties
- Perform other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with staff, patients, and customers.
- Work effectively in a team with other health workers in the facility.
- Attend and contribute at staff meetings.

#### **Person and People Development**

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

#### **Health 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.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the quality standards for eye care services.
- Ensure that complaints from patients, visitors or 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 Optician

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Ophthalmic Techniques and at least Three (3) years working experience at the level of Optician plus continuing professional development	Advanced Diploma in Ophthalmic Techniques
<b>Knowledge</b>	Knowledge and understanding of techniques needed to dispense and fit eyeglasses and optical devices/aids Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b>Skills</b>	Good written and verbal communication skills. Able to follow standard operational procedures Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation	Computer skills.
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	



### **1.2.3 Principal Optician**

<b>Job Title</b>	:	Dispensing Optician
<b>Grade</b>	:	Principal Optician
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose:**

To provide efficient and quality eye care services through dispensing and fitting of eyeglasses and optical devices/aids.

#### **Main Duties and Responsibilities**

- Supply, fit and adjust eye glasses and other vision aid according to prescription from Optometrists/Ophthalmologists
- Examine written prescription to determine the specifications of lenses
- Recommend eye glass frames, lenses and lens coatings after considering the prescription, clients occupation, habits and facial features
- May use lensometer (focimeter) to record eye glass measurements
- Prepare work orders that give Ophthalmic laboratory technician information needed to grind and insert lenses into a frame
- Teach new contact lens wearer on how to insert, remove, clean and care for lenses.
- Repair and adjusts eyeglasses while ensuring patient satisfaction.
- Manage inventory of contact lenses, eyeglass frames, accessories, tools and office supplies.
- Educate clients on adapting to, wearing and caring for eye glasses
- Maintain proper record on clients prescriptions, work orders and perform administrative duties
- Perform other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with staff, patients, and customers.
- Work effectively in a team with other health workers in the facility.
- Attend and contribute at staff meetings.

#### **Person and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of new technology and advances in the optical industry.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Assist in the training of the subordinates and the new entrants
- Contribute to the continuing professional development of the Dispensing Opticians
- Keep log of own performance and in-service training log for purposes of appraisal.

## Health 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.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the quality standards for eye care services.
- Ensure that complaints from patients, visitors or 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

### Principal Optician

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Ophthalmic Techniques and at least Three (3) years working experience at the level of Senior Optician plus continuing professional development	Advanced Diploma in Ophthalmic Techniques
<b>Knowledge</b>	Knowledge and understanding of techniques needed to dispense and fit eyeglasses and optical devices/aids Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b>Skills</b>	Good written and verbal communication skills. Able to follow standard operational procedures Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

#### **1.2.4 Assistant Chief Optician**

<b>Job Title</b>	:	Dispensing Optician
<b>Grade</b>	:	Assistant Chief Optician
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose:**

To provide efficient and quality eye care services through dispensing and fitting of eyeglasses and optical devices/aids.

#### **Main Duties and Responsibilities**

- Supervise and direct junior opticians and other subordinate staff in the eye care unit
- Supply, fit and adjust eye glasses and other vision aid according to prescription from Optometrists/Ophthalmologists
- Examine written prescription to determine the specifications of lenses
- Recommend eye glass frames, lenses and lens coatings after considering the prescription, clients occupation, habits and facial features
- Process eyeglass and contact lens orders, which includes pricing, measuring, coding and documenting patient charts.
- May use lensometer (focimeter) to record eye glass measurements
- Prepare work orders that give Ophthalmic laboratory technician information needed to grind and insert lenses into a frame
- Repair and adjusts eyeglasses while ensuring patient satisfaction.
- Manage inventory of contact lenses, eyeglass frames, accessories, tools and office supplies.
- Educate clients on adapting to, wearing and caring for eye glasses
- Ensure proper record keeping on clients prescriptions, work orders and perform administrative duties
- Perform finish lab skills including lens layout, edging, tinting, frame assembly and repair, frame adjustment and lensometry
- Perform other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with staff, patients, and customers.
- Work effectively in a team with other health workers in the facility.
- Attend and contribute at staff meetings.

#### **Person and People Development**

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

- Facilitate the training of the subordinates and the new entrants
- Ensure continuing professional development of the Dispensing Opticians
- Keep log of own performance and in-service training log for purposes of appraisal.

### Management

- Participate in the day-to-day management of the eye care unit including personnel matters and appropriate record keeping
- Participate in roster planning and monitoring in the unit
- Contribute to the preparation of budget for activities of the unit
- Contribute to the preparation of annual report on the activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.

### Health 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.
- Maintain a safe, clean, and pleasant working environment

### Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the quality standards for eye care services.
- Ensure that complaints from patients, visitors or 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 Assistant Chief Optician

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Ophthalmic Techniques plus Advanced Diploma in relevant area and at least Three (3) years working experience at the level of Senior Optician plus continuing professional development and training in management  <b>Or</b> Diploma in Ophthalmic Techniques plus Advanced Diploma in relevant area at the level of Principal Optician plus continuing professional	

	development and training in management <b>Or</b> Diploma in Ophthalmic Techniques at least Five (5) years working experience at the level of Principal Optician plus continuing professional development and training in management	
<b>Knowledge</b>	Knowledge and understanding of techniques needed to dispense and fit eyeglasses and optical devices/aids Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b>Skills</b>	Good written and verbal communication skills. Able to follow standard operational procedures Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

## 1.2.5 Chief Optician

<b>Job Title</b>	:	Dispensing Optician
<b>Grade</b>	:	Chief Optician
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

### **Job Purpose:**

To provide efficient and quality eye care services through dispensing and fitting of eyeglasses and optical devices/aids.

### **Main Duties and Responsibilities**

- Supervise and direct junior opticians and other subordinate staff in the eye care unit
- Supply, fit and adjust eye glasses and other vision aid according to prescription from Optometrists/Ophthalmologists
- Examine written prescription to determine the specifications of lenses
- Recommend eye glass frames, lenses and lens coatings after considering the prescription, clients occupation, habits and facial features
- Process eyeglass and contact lens orders, which includes pricing, measuring, coding and documenting patient charts.
- May use lensometer (focimeter) to record eye glass measurements
- Prepare work orders that give Ophthalmic laboratory technician information needed to grind and insert lenses into a frame
- Teach new contact lens wearer on how to insert, remove, clean and care for lenses.
- Repair and adjusts eyeglasses while ensuring patient satisfaction.
- Manage inventory of contact lenses, eyeglass frames, accessories, tools and office supplies.
- Ensure proper record keeping on clients prescriptions, work orders and perform administrative duties
- Perform finish lab skills including lens layout, edging, tinting, frame assembly and repair, frame adjustment and lensometry
- Perform other official duties that may be assigned

### **Communication and Working Relationships**

- Maintain effective communication with staff, patients, and customers.
- Work effectively in a team with other health workers in the facility.
- Attend and contribute at staff meetings.

### **Person and People Development**

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

- Facilitate the training of the subordinates and the new entrants
- Contribute to the continuing professional development of the Dispensing Opticians in the eye care unit
- Keep log of own performance and in-service training log for purposes of appraisal.

### Management

- Participate in the day-to-day management of the eye care unit including personnel matters and appropriate record keeping
- Participate in roster planning and monitoring in the unit
- Contribute to the preparation of budget for activities of the unit
- Contribute to the preparation of annual report on the activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.

### Health 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.
- Maintain a safe, clean, and pleasant working environment

### Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the quality standards for eye care services.
- Ensure that complaints from patients, visitors or 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 Chief Optician

Criteria	Essential	Desirable
<b><i>Educational Qualification and Experience</i></b>	Diploma in Ophthalmic Techniques plus Advanced Diploma in relevant area and at least Five (5) years working experience at the level of Assistant Chief Optician plus continuing professional development and training in management	

<b>Knowledge</b>	Knowledge and understanding of techniques needed to dispense and fit eyeglasses and optical devices/aids Knowledge and understanding of quality assurance issues Knowledge of Patient's Charter Knowledge of Health and Safety Knowledge of Hospital Protocol.	
<b>Skills</b>	Good written and verbal communication skills. Able to follow standard operational procedures Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Ability to initiate and maintain clear, concise documentation Computer skills.	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	



## **2.0 DENTAL STAFF**

### **2.1 DENTAL TECHNOLOGISTS**

#### **1.1.1 Dental Technologist**

**Job Title** : Dental Technologist

**Grade** : Dental Technologist

**Responsible To** : Head of Unit/Department

**Accountable** : Head of Facility

#### **Job Purpose**

Design, Prepare and fabricate dentures and dental devices as prescribed by dentists and other specialists

#### **Main Duties and Responsibilities**

- Design and fabricate dentures and dental prostheses for patients
- Design and fabricate other restorative devices for rehabilitation of dental patients e.g. crowns, bridges, in-lays, eye, nose and ear prostheses and the replacement of skull parts
- Analyze surgeon's prescription, plan and design appliances to the prescription
- Construct orthodontic devices for dental patients (preventive interceptive and corrective)
- Schedule appointment of patient
- Undertake visual observation of the patient with and without the prostheses for clear aesthetic impression during the fabrication
- Fabricate obturators and oral splints
- Fabricate nose, ear, and eye prostheses, as well as head band splints
- Fabricate ceramic bridges and prostheses
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication and working relationship with dental 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 dental technology.
- 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 dental laboratory unit/section.

## 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 Dental Technologist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc in Dental Technology plus at least ONE (1) year internship at a recognized facility	Postgraduate Degree in orthodontic, maxillofacial, prosthodontic, ceramic, or crown and bridge work
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety	
<b>Skills</b>	Good written and verbal communication skills. Ability to work with a multi-disciplinary team. Ability to work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative.	Computer skills.
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

## **2.1.2 Senior Dental Technologist**

<b>Job Title</b>	Dental Technologist
<b>Grade</b>	Senior Dental Technologist
<b>Responsible To</b>	Head of Unit/ Department
<b>Accountable</b>	Head of Facility

### **Job Purpose**

Design, Prepare and fabricate dentures and dental devices as prescribed by dentists and other specialists

### **Main Duties and Responsibilities**

- Participate in the procurement of logistic and supplies for the dental laboratory unit/section
- Design and fabricate dentures and dental prostheses for patients
- Design and fabricate other restorative devices for rehabilitation of dental patients e.g. crowns, bridges, in-lays, eye, nose and ear prostheses and the replacement of skull parts
- Analyze surgeon's prescription, plan and design appliances to the prescription
- Construct orthodontic devices for dental patients (preventive and corrective interceptive)
- Schedule appointment of patient
- Undertake visual observation of the patient with and without the prostheses for clear aesthetic impression during the fabrication
- Fabricate obturators and oral splints
- Fabricate nose, ear, and eye prostheses, as well as head band splints
- Fabricate ceramic bridges and prostheses
- Perform any other official duty that may be assigned

### **Communication and Working Relationship**

- Maintain effective communication and working relationship with dental 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 dental technology.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the dental 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 dental laboratory 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 dental laboratory unit/section.

## 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 Dental Technologist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc in Dental Technology or its equivalent plus at least Three (3) years working experience at the grade of Dental Technologist; Evidence continuing professional development and training.	Postgraduate Degree in orthodontic, maxillofacial, prosthodontic, ceramic, or crown and bridge work
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Knowledge and understanding of GHS dental policies and programmes Knowledge of Health and Safety	

<b>Skills</b>	<p>Good written and verbal communication skills.          Ability to work with a multi-disciplinary team.          Ability to organise workload and work under pressure to meet tight deadlines.          Demonstrated ability to work on own initiative.          A working knowledge in basic computer application</p>	
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work          Ability to take initiative and to influence others positively</p>	

### **2.1.3 Principal Dental Technologist**

<b>Job Title</b>	Dental Technologist
<b>Grade</b>	Principal Dental Technologist
<b>Responsible To</b>	Head of Department
<b>Accountable</b>	Head of Facility

#### **Job Purpose**

Design, Prepare and fabricate dentures and dental devices as prescribed by dentists and other specialists

#### **Main Duties and Responsibilities**

- Contribute to the procurement of equipment, materials, and instruments the dental laboratory unit/section
- Participate in the training of dental technologists
- Design and fabricate dentures and dental prostheses for patients
- Design and fabricate other restorative devices for rehabilitation of dental patients e.g. crowns, bridges, in-lays, eye, nose and ear prostheses and the replacement of skull parts
- Analyze surgeon's prescription, plan and design appliances to the prescription
- Construct orthodontic devices for dental patients (preventive and corrective interceptive)
- Schedule appointment of patient
- Ensure repair and maintenance of dentures and all prostheses
- Undertake visual observation of the patient with and without the prostheses for clear aesthetic impression during the fabrication
- Fabricate obturators and oral splints
- Fabricate nose, ear, and eye prostheses, as well as head band splints
- Fabricate bridges and ceramic prostheses
- Fabricate complicated orthodontic and maxillo-facial appliances
- Perform any other official duty that may be assigned

#### **Communication and Working Relationship**

- Maintain effective communication and working relationship with the dental 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 dental technology.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the dental 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

- Supervise and direct the activities of the junior Dental Technologists and other Support Staff in the dental laboratory unit/section
- Participate in the day-to-day management of the dental laboratory 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 dental laboratory unit/section.

### 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 Dental Technologist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc in Dental Technology or its equivalent plus at least Five (5) years working experience at the grade of Senior Dental Technologist; Evidence of continuing professional development and training in management	Postgraduate Degree in orthodontic, maxillofacial, prosthodontic, ceramic, or crown and bridge work
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter	

	<p>Knowledge and understanding of GHS dental policies and programmes</p> <p>Knowledge of Health and Safety</p>	
<b>Skills</b>	<p>Good written and verbal communication skills.</p> <p>Ability to work with a multi-disciplinary team.</p> <p>Ability to organise workload and work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p> <p>A working knowledge in basic computer application</p>	
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work</p> <p>Ability to take initiative and to influence others positively</p>	



## **2.1.4 Deputy Chief Dental Technologist**

<b>Job Title</b>	Dental Technologist
<b>Grade</b>	Assistant Chief Dental Technologist
<b>Responsible To</b>	Head of Unit/Department
<b>Accountable</b>	Head of Facility

### **Job Purpose**

To design, prepare and fabricate dentures and dental devices as prescribed by dentists and other specialists and assist in the development of training programs and training of dental technologist

### **Main Duties and Responsibilities**

- Play a key role in the procurement of equipment, materials, and instruments for the dental laboratory unit
- Play active role in the development and implementation of training programs for dental laboratory technologists
- Participate in the development of standard operating procedures, guidelines and standards for dental technologists
- Provide specialized dental laboratory services
- Design and fabricate dentures and dental prostheses for patients
- Design and fabricate other restorative devices for rehabilitation of dental patients
- Design and fabricate complicated orthodontic and maxillo-facial appliances
- Analyze surgeon's prescription, plan and design appliances to the prescription
- Construct orthodontic devices for dental patients
- Ensure repair and maintenance of dentures and all prostheses
- Undertake visual observation of the patient with and without the prostheses for clear aesthetic impression during the fabrication
- Fabricate obturators and oral splints
- Fabricate ceramic prostheses and bridges
- Perform any other official duty that may be assigned

### **Communication and Working Relationships**

- Maintain effective communication and working relationship with the dental 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 dental technology.
- 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 dental Staff.
- Play active role in the recruitment, selection, induction and retention of the Dental Technologists.
- Ensure performance appraisals for the Dental Technologists and other Support Staff in the dental laboratory unit/section.
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Management**

- Supervise and direct the activities of the Dental Technologists and other support staff in the dental laboratory unit/section
- Play a key role in the day-to-day management of the dental laboratory unit/section including personnel matters and appropriate record keeping
- 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.

### **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.

### **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 Dental Technologist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	<p>BSc in Dental Technology plus postgraduate qualification (MSc or equivalent) plus working experience as Principal Technologist; Continuous professional education; Management and leadership training</p> <p><b>OR</b></p> <p>BSc in Dental Technology plus postgraduate qualification (MSc or equivalent) plus at least Three (3) years post graduate qualification working experience at the grade of Senior Dental Technologist; Continuous professional education; Management and leadership training</p> <p><b>OR</b></p> <p>BSc in Dental Technology plus at least Five (5) years working experience at the grade of Principal Technologist; Continuous professional education; Management and leadership training</p> <p>Experience in the design and fabrication of complex dental devices</p>	
<b><i>Knowledge</i></b>	<p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of GHS Patient Charter</p> <p>Knowledge and understanding of GHS dental policies and programmes</p> <p>Knowledge of Health and Safety</p>	
<b><i>Skills</i></b>	<p>Good written and verbal communication skills.</p> <p>Ability to work with a multi-disciplinary team.</p> <p>Ability to organise workload and work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p> <p>A working knowledge in basic computer application</p>	
<b><i>Personal Attributes</i></b>	<p>Demonstrate flexibility and a methodological approach to work</p> <p>Ability to take initiative and to influence others positively</p>	

### **2.1.5 Chief Dental Technologist**

<b>Job Title</b>	Dental Technologist
<b>Grade</b>	Chief Dental Technologist
<b>Responsible To</b>	Head of Unit/Department
<b>Accountable</b>	Head of Facility

#### **Job Purpose**

To design, prepare and fabricate dentures and dental devices as prescribed by dentists and other specialists and contribute to the development of training programs and training of dental technologist

#### **Main Duties and Responsibilities**

- Contribute to the procurement of equipment, materials, and instruments for the dental laboratory unit
- Ensure the development of training programs for dental laboratory technologists
- Ensure the development of standard operating procedures, guidelines and standards for dental technologists
- Be responsible for equipment, materials and instrument for the dental laboratory unit
- Provide specialized dental laboratory services
- Design, fabricate dentures and dental prostheses for patients
- Design, Fabricate other restorative devices for rehabilitation of dental patients
- Analyze surgeon's prescription, plan and design appliances to the prescription
- Construct orthodontic devices for dental patients
- Be fully responsible for the repair and maintenance of dentures and all prostheses
- Undertake visual observation of the patient with and without the prostheses for clear aesthetic impression during the fabrication
- Fabricate obturators and oral splints
- Fabricate ceramic prostheses and bridges
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication and working relationship with the dental 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 dental technology.
- 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 dental Staff.
- Play active role in the recruitment, selection, induction and retention of the Dental Technologists.
- Ensure performance appraisals for the Dental Technologists and other Support Staff in the dental laboratory unit/section.
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Management**

- Provide leadership and supervise the activities of the Dental Technologists and other Support Staff in the dental laboratory unit/section
- Oversee day-to-day management of the dental laboratory unit/section including personnel matters and appropriate record keeping
- 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.

### **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.

### **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  
Chief Dental Technologist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	BSc in Dental Technology plus postgraduate qualification (MSc or equivalent) plus at least Five (5) years post graduate qualification working experience at the grade of Deputy Chief Dental Technologist; Continuous professional education; Management and leadership training  Broad experience of design and fabrication of complex dental devices	
<b><i>Knowledge</i></b>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Knowledge and understanding of GHS dental policies and programmes Knowledge of Health and Safety	
<b><i>Skills</i></b>	Good written and verbal communication skills. Ability to work with a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. A working knowledge in basic computer application	
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

## **2.2 COMMUNITY ORAL HEALTH OFFICERS (COHO)**

### **2.2.1 Community Oral Health Officer**

**Job Title** : Community Oral Health Officer

**Grades** : Community Oral Health Officer

**Responsible To** : Dental Surgeon

**Accountable To:** : Head of Facility/ District Director

#### **Job Purpose**

To provide basic dental service and promote oral health at the district level

#### **Main Duties and Responsibilities**

- Screen clients at dental clinics, schools and communities.
- Give oral hygiene instructions.
- Conduct oral health education and promotion activities.
- Extract deciduous teeth.
- Place temporary fillings.
- Perform traumatic restorative treatment.
- Perform gingival scaling.
- Provide dental prophylaxis.
- Prescribe for simple analgesics and antibiotics.
- Conduct operational research to improve quality and efficiency in service.
- Refer appropriately.
- Remove sutures.
- Assist the Dentist where necessary.
- Take, develop, mount and store x-rays.
- Perform any other duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication and working relationship with colleagues and other health workers and clients.
- Participate in dissemination of information on oral health programmes to staff and clients in the community
- Participate in multi-professional meetings and conferences as required.

#### **Personal Development and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of oral health promotion
- Monitor own performance against agreed objectives and standards.
- Keep log of own performance and in-service training log for purposes of appraisal.

## Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the 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 the oral health 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 Community Oral Health Officer

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) and one (1) year community oral health officer's internship	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Understanding of legal framework and social factors involved in community care. Knowledge of Patient Charter Knowledge of Health and Safety	
<b>Skills and Abilities</b>	Report writing skills Good communication skills Presentation skills Proven ability to work autonomously in the community and use own initiative. Ability to work well in a team setting. Ability to relate to people from differing backgrounds	<ul style="list-style-type: none"> <li>• Computer skills</li> </ul>
<b>Personal Attributes</b>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour Team worker	



## **2.2.2 Senior Oral Health Officer**

**Job Title** : Community Oral Health Officer  
**Grades** : Senior Community Oral Health Officer  
**Responsible To** : Unit-in-Charge  
**Accountable To:** : Head of Facility

### **Job Purpose**

To provide basic dental service and promote oral health at the district level

### **Main Duties and Responsibilities**

- Screen clients at dental clinics, schools and communities.
- Give oral hygiene instructions.
- Conduct oral health education and promotion activities.
- Extract deciduous teeth.
- Place temporary fillings.
- Perform traumatic Restorative treatment.
- Perform gingival scaling.
- Provide dental prophylaxis.
- Prescribe for simple analgesics and antibiotics.
- Conduct operational research to improve quality and efficiency in service.
- Refer where necessary.
- Remove sutures.
- Assist the Dentist where necessary.
- Take, develop, mount and store x-rays.
- Perform any other duty that may be assigned

### **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
- Participate in dissemination of information on oral health programmes to staff and clients in the community
- 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 oral health promotion.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of staff.
- Participate in the staff performance appraisal exercise within the facility
- Keep log of own performance and in-service training log for purposes of appraisal.

## Management

- Contribute to the effective running of the unit by ensuring that
  - Adequate supplies and logistics are available to meet the needs of the patients/clients in the schools and the community
  - All equipment in the unit is kept in good working condition and are maintained regularly
- Participate in the preparation of budget and periodic report for activities carried out in the unit
- Participate in roster planning
- Assist in maintaining up-to-date records in the unit.

## Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the 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 the oral health 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 Community Oral Health Officer

Criteria	Essential	Desirable
<b>Educational Qualification Experience</b>	Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) plus five (5) years working experience at the level of Community Oral Health Officer; Continuous professional development	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Understanding of legal framework and social factors involved in community care. Knowledge of Patient Charter Knowledge of Health and Safety Knowledge of Hospital Protocols	General knowledge in health related issues
<b>Skills and Abilities</b>	Report writing skills Excellent communication skills	Computer skills

	Presentation skills Proven ability to work autonomously in the community and use own initiative. Ability to work well in a team setting. Ability to relate to people from differing backgrounds	
<b>Personal Attributes</b>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour, Team worker	

### **2.2.3 Principal Community Oral Health Officer**

<b>Job Title</b>	:	Community Oral Health Officer
<b>Grades</b>	:	Principal Community Oral Health Officer
<b>Responsible To</b>	:	Dental surgeon
<b>Accountable To:</b>	:	Head of Facility/ District Director of Health Services

#### **Job Purpose**

To provide basic dental service and promote oral health at the district level

#### **Main Duties and Responsibilities**

- Supervise the activities of the junior Community Oral Health Officers
- Supervise the screening of clients at dental clinics, schools and communities.
- Participate in oral health outreach programs
- Organize oral health education and promotion activities.
- Extract deciduous teeth.
- Place temporary fillings.
- Perform atraumatic restorative treatment.
- Perform scaling.
- Provide dental prophylaxis.
- Prescribe simple analgesics and antibiotics.
- Refer where necessary.
- Remove sutures
- Take, develop, mount and store x-rays.
- Assist the Dentist where necessary.
- Perform any other official duty that may be assigned.

#### **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
- Participate in dissemination of information on oral health programmes to staff and clients in the community
- 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 oral health promotion.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of staff.

- Participate in the staff performance appraisal exercise within the facility
- 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 oral community health activities relating to each client.
- Undertake roster planning and monitoring in the unit
- Prepare plans and budget for the unit
- Prepare annual and other reports on unit's activities

### **Research**

- Undertake surveys.

### **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.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the appropriate authority
- Ensure the maintenance of safe systems and safe workplace.

### **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  
Principal Community Oral Health Officer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) plus minimum of three (3) years working experience at the level of Senior Community Oral Health Officer; evidence of continuous professional development and training in management	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Understanding of legal framework and social factors involved in community care. Knowledge of Patient Charter Knowledge of Health and Safety Knowledge of Oral Health Protocols General knowledge in health related issues	
<b>Skills and Abilities</b>	Report writing skills Excellent communication skills Presentation skills Computer skills Ability to organize community programs Ability to work well in a team setting. Ability to organise and prioritise a complex workload Ability to relate to people from differing backgrounds	
<b>Personal Attributes</b>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour Team worker	

## 2.2.4 Deputy Chief Community Oral Health Officer

<b>Job Title</b>	:	Community Oral Health Officer
<b>Grades</b>	:	Deputy Chief Community Oral Health Officer
<b>Responsible To</b>	:	Dental Surgeon
<b>Accountable To:</b>	:	Head of Facility/ District Director of Health Services

### Job Purpose

To improve access to basic dental service and promote oral health at the district level.

### Main Duties and Responsibilities

- Give direction and supervise the activities of the junior Community Oral Health Officers
- Supervise the screening of clients at dental clinics, schools and communities.
- Participate in oral health outreach programs
- Organize oral health education and promotion activities.
- Extract deciduous teeth.
- Place temporary fillings.
- Perform traumatic restorative treatment.
- Perform scaling.
- Provide dental prophylaxis.
- Prescribe simple analgesics and antibiotics.
- Refer where necessary.
- Remove sutures
- Take, develop, mount and store x-rays..
- Assist the Dentist where necessary.
- Participate in the development of training programs and trainings for community oral health officers
- Perform any other official duty that may be assigned.

### 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
- Participate in dissemination of information on oral health programmes to staff and clients in the community
- 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 oral health promotion.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of staff.

- Participate in the staff performance appraisal exercise within the facility
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Management**

- Supervise and direct the activities of the Community Oral Health Officers
- 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 oral community health 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.

### **Research**

- Undertake surveys.

### **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.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the appropriate authority
- Ensure the maintenance of safe systems and safe workplace.

### **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, 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:
  - 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**  
**Deputy Chief Oral Health Officer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Requirement and Experience</b>	<p>Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) and postgraduate qualification in a relevant specialty plus minimum of five (5) years post graduate working experience at the level of senior community oral health officer; evidence of continuous professional education and training in management</p> <p><b>OR</b></p> <p>Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) plus five a minimum of (5) years working experience at the level of Principal COHO; evidence of continuous professional education and training in management.</p> <p><b>Or</b></p> <p>Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) and a postgraduate qualification in a relevant specialty at the level of principal COHO; evidence of continuous professional education and training in management.</p>	
<b>Knowledge</b>	<p>Knowledge and understanding of quality assurance issues</p> <p>Understanding of legal framework and social factors involved in community care.</p> <p>Knowledge of Patient Charter</p> <p>Knowledge of Health and Safety</p> <p>Knowledge of Oral Health Protocols</p> <p>General knowledge in health related issues</p>	
<b>Skills and Abilities</b>	<p>Report writing skills</p> <p>Excellent communication skills</p> <p>Presentation skills</p> <p>IT skills</p> <p>Ability to organize community programs</p> <p>Leadership skills</p> <p>Ability to work well in a team setting.</p> <p>Ability to organise and prioritise a complex workload</p> <p>Ability to relate to people from differing backgrounds</p>	
<b>Personal Attributes</b>	<p>Adaptable, imaginative, innovative, enthusiastic and a sense of humour</p> <p>Team worker</p>	

## **2.2.5 Chief Oral Health Officer**

<b>Job Title</b>	:	Community Oral Health Officer
<b>Grades</b>	:	Chief Community Oral Health Officer
<b>Responsible To</b>	:	Dental Surgeon
<b>Accountable To:</b>	:	Head of Facility/ District Director of Health Services

### **Job Purpose**

- To provide dental services and promote oral health at the district level; contribute to the development of community oral health services

### **Main Duties and Responsibilities**

- Supervise the screening of clients at dental clinics, schools and communities.
- Contribute to oral health outreach programs
- Organize oral health education and promotion activities.
- Extract deciduous teeth.
- Place temporary fillings.
- Perform atraumatic restorative treatment.
- Perform scaling.
- Provide dental prophylaxis.
- Prescribe simple analgesics and antibiotics.
- Refer where necessary.
- Remove sutures
- Take, develop, mount and store x-rays..
- Assist the Dentist where necessary.
- Contribute to the development of training programs and trainings for community oral health officers
- Perform any other official duty that may be assigned.

### **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
- Participate in dissemination of information on oral health programmes to staff and clients in the community
- 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 oral health promotion.
- Monitor own performance against agreed objectives and standards.
- Ensure Continuing Professional Development (CPD) of dental staff.

- Play active role in the recruitment, selection, induction and retention of dental staff.
- Ensure performance appraisal for the Community Oral Health Officers
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Management**

- Provide leadership and supervise the activities of the Community Oral Health Officers
- 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 all oral community health activities relating to each client.
- 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 surveys.

### **Health Safety Responsibilities**

- Take care of own safety and ensure maintenance of safe working environment and procedures.

### **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 Community Oral Health Officer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	Registered Nurse (Diploma) plus Community Oral Health Officer Qualification (In-depth Diploma) and postgraduate qualification in a relevant specialty plus minimum of five (5) years working experience at the level of Deputy Chief community oral health officer; evidence of continuous professional development and training in management and leadership.	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Understanding of legal framework and social factors involved in community care. Knowledge of Patient Charter Knowledge of Health and Safety Knowledge of Oral Health Protocols General knowledge in health related issues	
<b>Skills and Abilities</b>	Report writing skills Excellent communication skills Presentation skills IT skills Ability to organize community programs Leadership skills Ability to work well in a team setting. Ability to organize and prioritise a complex workload Ability to relate to people from differing backgrounds	
<b>Personal Attributes</b>	Adaptable, imaginative, innovative, enthusiastic and a sense of humour Team worker Acknowledge and respect other's views.	

## **2.3 DENTAL THERAPISTS**

### **2.3.1 Dental Therapist**

**Job Title** : Dental Therapist (School Clinic)

**Grade** : Dental Therapist

**Responsible To** : Head of Dental Unit ( Polyclinic)

**Accountable To** : Head of Department

#### **Job Purpose**

Provide limited dental services; assist in organizing outreach and oral health education programs

#### **Main Duties and Responsibilities**

- Assist in organizing regular oral health promotion activities including oral disease prevention programmes for children and adults in the community e.g. providing regular dental examinations in schools and giving talk at post/antenatal clinics and on the electronic media.
- Provide regular screening and oral health education for school children as well as children from 2<sup>1</sup>/<sub>2</sub> years through adulthood in the community.
- Assist in conducting surveys periodically to determine the oral health status and changes of disease patterns among children and other community members.
- Teach proper tooth brushings and other local cleaning techniques e.g. chewing stick and chewing sponge.
- Participate in the teaching of school teachers and other health workers on oral health promotion.
- Provide restorative services, scaling for children and adults in the community.
- Provide relief of pain by prescription or temporary dressing or extraction using local anaesthesia for children and referrals.
- Undertake cleaning and sterilization of instruments and equipment used.
- Assist in the management of post-operative complications e.g. post operative bleeding and dry socket and referrals
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, visitors and clients.
- Attend and contribute at staff meetings.

#### **Personal and People Development**

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

### Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the Unit In-Charge

### Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the oral health 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.
- *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*

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Dental Therapy, plus one year internship or national service in a health facility	
<b>Knowledge</b>	General Knowledge in dental hygiene or therapy Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety	
<b>Abilities and Skills</b>	Communicate effectively both orally and written. Ability to work under pressure Good interpersonal skills Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	Computer skills
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological and self-discipline	

### **2.3.2 Senior Dental Therapist**

<b>Job Title</b>	:	Dental Therapist
<b>Grade</b>	:	Senior Dental Therapist
<b>Responsible To</b>	:	Head of Dental Unit (Polyclinic)
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

Provide limited dental services; assist in organizing outreach and oral health education programs

#### **Main Duties and Responsibilities**

- Organize regular oral health promotion activities including oral disease prevention programmes for children and adults in the community e.g. providing regular dental examinations in schools and giving talk at post/antenatal clinics and on the electronic media.
- Provide regular screening and oral health education for school children as well as children from 2<sup>1</sup>/<sub>2</sub> years through adulthood in the community.
- Participate in carrying out surveys periodically to determine the oral health status and changes of disease patterns among children and other community members.
- Teach proper tooth brushings and other local cleaning techniques e.g. chewing stick and chewing sponge.
- Contribute to the training of school teachers/ school peer leaders and other health workers on oral health promotion.
- Provide restorative services, scaling for children and adults in the community.
- Provide relief of pain by prescription or temporary dressing or extraction using local anaesthesia for children and referrals.
- Undertake cleaning and sterilization of instruments and equipment used.
- Manage post-operative complications e.g. post operative bleeding and dry socket and referrals
- Perform any other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, visitors and clients.
- Maintain links with the relevant personnel/departments to ensure effective oral health services for the patients and the community.
- Attend and contribute at staff meetings.

#### **Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of oral health services.
- Monitor own performance against agreed objectives and standards.
- Contribute to the Continuing Professional Development (CPD) of the dental 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

- Supervise and direct the activities of the Junior Dental Therapists
- Maintain stock control
- Participate in roster planning and monitoring
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to the maintenance of up-to date records in the unit

### Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the Unit In-Charge

### Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the oral health 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.
- *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 Dental Therapy

Criteria	Essential	Desirable
<b>Education Requirement and Experience</b>	Diploma in Dental Therapy plus at least THREE (3) years working experience at the grade of Dental Therapist, Continuous professional training	Training in management
<b>Knowledge</b>	Knowledge in dental hygiene or therapy Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of Health and Safety	
<b>Abilities and Skills</b>	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills , Problem solving skill Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	Computer skills
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological and self-discipline	



### **2.3.3 Principal Dental Therapist**

<b>Job Title</b>	:	Dental Therapist
<b>Grade</b>	:	Principal Dental Therapist
<b>Responsible To</b>	:	Head of Dental Unit
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

Provide limited dental services; organize outreach and oral health education programs

#### **Main Duties and Responsibilities**

- Organize regular oral health promotion activities including oral disease prevention programmes for children and adults in the community e.g. providing regular dental examinations in schools and giving talk at post/antenatal clinics and on the electronic media.
- Provide regular screening and oral health education for school children as well as children from 2<sup>1</sup>/<sub>2</sub> years through adulthood in the community.
- Conduct surveys periodically to determine the oral health status and changes of disease patterns among children and other community members.
- Teach proper tooth brushings and other local cleaning techniques e.g. chewing stick and chewing sponge.
- Contribute to the training of school teachers/ school peer leaders and other health workers on oral health promotion.
- Provide restorative services, scaling for children and adults in the community.
- Provide relief of pain by prescription or temporary dressing or extraction using local anaesthesia for children and referrals.
- Ensure cleanliness and proper sterilization of instruments and equipment used.
- Manage post-operative complications e.g. post operative bleeding and dry socket and referrals
- Perform any other official duties that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, visitors and clients.
- Maintain links with the relevant personnel/departments to ensure effective oral health services for the patients and the community.
- Attend and contribute at staff meetings.

#### **Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of oral health services.
- Monitor own performance against agreed objectives and standards.
- Contribute to the Continuing Professional Development (CPD) of the dental 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

- Supervise and direct the activities of the Junior Dental Therapists
- Maintain stock control
- Participate in roster planning and monitoring
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to the maintenance of up-to date records in the unit

### Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements.
- Report any accident/incident, failings in premises, equipment or personal protective equipment to the Unit In-Charge

### Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the oral health 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.
- *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 Dental Therapist

Criteria	Essential	Desirable
<b>Education Requirement And Experience</b>	Diploma in Dental Therapy and at least FIVE (5) years working experience at the grade of Senior Dental Therapist plus continuous professional development	Training in management
<b>Knowledge</b>	Knowledge in dental hygiene or therapy Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of human biology. Knowledge of Health and Safety Knowledge of Oral Health protocols and guidelines	
<b>Abilities and Skills</b>	Communicate effectively both orally and written. Ability to work under pressure	Computer skills

	Excellent interpersonal skills Problem solving skill Ability to demonstrate and participate in effective team working Supervisory skills Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological and self-discipline	

### **2.3.4 Assistant Chief Dental Therapist**

<b>Job Title</b>	:	Dental Therapist
<b>Grade</b>	:	Assistant Chief Dental Therapist (School Dental Clinic)
<b>Responsible To</b>	:	Head of Dental Unit ( Polyclinic)
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To promote oral health in the community particularly among children, provide limited dental services and supervise activities at the dental clinic

#### **Main Duties and Responsibilities**

- Organize regular oral health promotion activities including oral disease prevention programmes for children and adults in the community e.g. providing regular dental examinations in schools and giving talk at post/antenatal clinics and on the electronic media.
- Provide regular screening and oral health education for school children as well as children from 2<sup>1</sup>/<sub>2</sub> years through adulthood in the community.
- Conduct Surveys periodically to determine the oral health status and changes of disease patterns among children and other community members.
- Contribute to the development of training programs for school teachers/ school peer leaders and other health workers on oral health promotion.
- Provide restorative services, scaling for children and adults in the community.
- Provide relief of pain by prescription, temporary dressing or extraction using local anaesthesia for children and referrals.
- Ensure cleanliness and care of equipment and instruments
- Ensure proper sterilization of equipment and instrument
- Manage post-operative complications e.g. post operative bleeding and dry socket and referrals
- Give advice (oral hygiene) to patients and clients
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, visitors and clients.
- Maintain links with the relevant personnel/departments to ensure effective oral health services for the patients and the community.
- Attend and contribute at staff meetings.

#### **Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of oral health services.
- Monitor own performance against agreed objectives and standards.
- Ensure Continuing Professional Development (CPD) of the dental staff.
- Play active role in the induction and retention of Dental Therapists in the facility.

- Keep log of own performance and in-service training log for purposes of appraisal
- Participate in the performance appraisals for the Dental Therapists and other support staff in the unit.

### **Management**

- Assign task, supervise and direct the activities of the Dental Therapists and other support staff in the unit.
- Contribute to the day-to-day management of the dental school clinic including personnel matters, and appropriate record keeping
- Contribute to the preparation of budgets and reports on the activities of the dental school clinic unit
- Contribute to roster planning and monitoring in the unit
- Devise improved job methods for increasing efficiency in the unit.

### **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements

### **Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the oral health 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.
- *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 Dental Therapist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education Qualification and Experience</b>	<p>Diploma in Dental Therapy plus Advanced Diploma in related field with working experience as Principal Dental Therapist plus Continuous professional education and Training in management</p> <p><b>OR</b></p> <p>Diploma in Dental Therapy plus Advanced Diploma in related field with at least 3 years post advanced diploma working experience at the level of Senior Dental Therapist plus Continuous professional education and Training in management</p> <p><b>OR</b></p> <p>Diploma in Dental Therapy plus at least 5 years working experience as Principal Dental Therapist plus Continuous professional education and Training in management</p>	
<b>Knowledge</b>	<p>Broad knowledge in dental hygiene or therapy</p> <p>Broad knowledge and understanding of quality assurance issues</p> <p>Knowledge of Patient Charter</p> <p>Knowledge of human biology.</p> <p>Knowledge of Health and Safety</p> <p>Broad knowledge of Oral Health protocols and guidelines</p>	
<b>Abilities and Skills</b>	<p>Communicate effectively both orally and written.</p> <p>Management skills with the ability to motivate and inspire others</p> <p>Ability to work under pressure</p> <p>Excellent interpersonal skills</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>Ability to initiate and maintain clear, concise documentation</p>	
<b>Personal Attributes</b>	<p>Approachable, flexible, logical, methodological,</p> <p>Evidence of enthusiasm, creativity and motivation towards service developments</p>	

### **2.3.5 Chief Dental Therapist**

<b>Job Title</b>	:	Dental Therapist (school dental clinic)
<b>Grade</b>	:	Chief Dental Therapist
<b>Responsible To</b>	:	Head of Dental Unit ( Polyclinic)
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To provide leadership for dental therapist, promote oral health in the community particularly among children and provide limited dental services.

#### **Main Duties and Responsibilities**

- Organize regular oral health promotion activities including oral disease prevention programmes for children and adults in the community e.g. providing regular dental examinations in schools and giving talk at post/antenatal clinics and on the electronic media.
- Ensure regular screening and oral health education for school children as well as children from 2<sup>1</sup>/<sub>2</sub> years through adulthood in the community.
- Lead in organizing periodic surveys to determine the oral health status and changes of disease patterns among children and other community members.
- Develop training programs for school teachers/ school peer leaders and other health workers on oral health promotion.
- Provide restorative services, scaling for children and adults in the community.
- Provide relief of pain by prescription, temporary dressing or extraction using local anaesthesia for children and referrals.
- Ensure cleanliness and care of equipment and instruments
- Ensure proper sterilization of equipment and instrument
- Manage post-operative complications e.g. post operative bleeding and dry socket and referrals
- Give advice (oral hygiene) to patients and clients
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, visitors and clients.
- Maintain links with the relevant personnel/departments to ensure effective oral health services for the patients and the community.
- Attend and contribute at staff meetings.

#### **Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of oral health services.
- Monitor own performance against agreed objectives and standards.
- Ensure Continuing Professional Development (CPD) of the dental staff.
- Play active role in the induction and retention of Dental Therapists in the facility.
- Keep log of own performance and in-service training log for purposes of appraisal

- Ensure performance appraisals for the Dental Therapists and other support staff in the unit.

### **Management**

- Provide leadership and supervise the activities of the Dental Therapists and other support staff in the unit.
- Oversee the day-to-day management of the dental school clinic including personnel matters, and appropriate record keeping
- Contribute to the preparation of budgets and reports on the activities of the dental school clinic unit
- Ensure roster planning and monitoring in the unit
- Devise improved job methods for increasing efficiency in the unit.

### **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements

### **Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the oral health 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.
- *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 Dental Therapist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education Qualification and Experience</b>	Diploma in Dental Therapy plus advanced Diploma in related field and at least 5 years working experience at the grade of Deputy chief Dental Therapist Continuous professional training Training in management and leadership	
<b>Knowledge</b>	Broad knowledge in dental hygiene or therapy Broad knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of human biology. Knowledge of Health and Safety Broad knowledge of Oral Health protocols and guidelines	
<b>Abilities and Skills</b>	Communicate effectively both orally and written. Leadership skills with the ability to motivate and inspire others	



	Ability to work under pressure Excellent interpersonal skills Problem solving skill Ability to demonstrate and participate in effective team working Computer skills Supervisory skills Ability to initiate and maintain clear, concise documentation	
<b><i>Personal Attributes</i></b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

## **2.4 DENTAL CLINIC ASSISTANTS**

### **2.4.1 Dental Clinic (Surgery) Assistant**

**Job Title** : Dental Clinic Assistant

**Grade** : Dental Clinic Assistant

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose**

Assist Dentist during examination and treatment of patients

#### **Main Duties and Responsibilities**

- Clean and maintain orderly arrangement of the dental clinic
- Prepare equipment, instrument and filling materials for surgery/treatment.
- Assist dentist during examination
- Reassure and prepare patients/clients in readiness of the surgery/treatment.
- Provide first aid to dental clients and refer them to the Dentist for treatment e.g. controls bleeding after extraction, apply head band suspenders, manage trauma cases and give pain relief.
- Educate patients on oral hygiene and observe them before and after treatment.
- Undertake properly sterilization of instruments and equipment.
- Dispatch prosthetics work to the laboratory.
- Provide dental health education to clients.
- Assist in oral health outreach programmes.
- Take dental radiography, develop, mount and store
- Schedule appointments for patients and record dental procedures performed.
- 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 dental 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 dental 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

### Dental Clinic Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Post SSCE Certificate in Dental Clinic Assistant from a recognized health institution	
<b>Knowledge</b>	Knowledge of Health and Safety. General Knowledge in dental hygiene or therapy Knowledge of Patient Charter	
<b>Skills</b>	Communicate effectively both orally and written. Ability to work under pressure Able to follow standard operational procedures Able to work as a member of a team Good manual dexterity.	
<b>Personal Attributes</b>	Adaptable, innovative, enthusiastic and self discipline	

## **2.4.2 Senior Dental Clinic (Surgery) Assistant**

<b>Job Title</b>	:	Dental Clinic Assistant
<b>Grade</b>	:	Senior Dental Clinic Assistant
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

### **Job Purpose**

Assist Dentist during examination and treatment of patients

### **Main Duties and Responsibilities**

- Assist in the supervision of the junior Dental Clinic Assistants in the performance of their duties
- Assist dentist during examination
- Clean and maintain orderly arrangement of the dental clinic
- Prepare equipment, instrument and filling materials for use by Dentist.
- Reassure and prepare patients/clients in readiness of the surgery/treatment.
- Provide first aid to dental clients and refer them to the Dentist for treatment e.g. controls bleeding after extraction, apply head band suspenders, manage trauma cases and give pain relief.
- Educate patients concerning oral hygiene and also observe them before and after treatment.
- Sterilize and maintain equipment/instruments
- Organize and dispatch all prosthetics work to the laboratory.
- Provide dental health education to clients.
- Assist in oral health outreach programmes.
- Take dental radiography, develop, mount and store
- Maintain stock control.
- Schedule appointments for patients and record dental procedures performed.
- Perform any the 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 dental services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Assist in the training of the Junior Dental Assistants and the new entrants
- Assist in the training of non-dental health workers in oral health promotion.
- 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 dental 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 Dental Clinic Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Post SSCE certificate in Dental Clinic Assistant at a recognized Health Institution and minimum of Three (3) years working experience at the grade of Dental Clinic Assistant Continuing education	
<b>Knowledge</b>	Knowledge of Health and Safety. Knowledge in dental hygiene or therapy Knowledge of Patient Charter	
<b>Skills</b>	Communicate effectively both orally and written. Ability to work under pressure Able to follow standard operational procedures Able to work as a member of a team Good manual dexterity.	
<b>Personal Attributes</b>	Adaptable, innovative, enthusiastic and self discipline	

### **2.4.3 Principal Dental Clinic (Surgery) Assistant**

<b>Job Title</b>	:	Dental Surgery Assistant
<b>Grade</b>	:	Principal Dental Clinic Assistant
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

Assist Dentist during the examination and treatment of patients

#### **Main Duties and Responsibilities**

- Supervise junior Dental Surgery Assistants in the performance of their duties
- Ensure cleanliness and good orderly arrangement of the dental clinic
- Ensure that the equipment and instrument are properly sterilized and ready for use.
- Reassure and prepare patients/clients for dental surgery/treatment.
- Provide first aid to dental clients and refer them to the Dentist for treatment e.g. controls bleeding after extraction, apply head band suspenders, manage trauma cases and give pain relief.
- Educate patients concerning oral hygiene and also observe them before and after treatment.
- Be responsible for organizing and dispatching all prosthetics work to the laboratory.
- Provide dental health education to clients.
- Assist dentist in outreach programmes.
- Take dental radiography, develop, mount and store
- Maintain stock control
- Schedule appointments for patients and record dental procedures performed.
- 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 dental services to update knowledge and skills
- Monitor own performance against agreed objectives and standards.
- Assist in the training of the Junior Dental Assistants and the new entrants
- Assist in the training of non-dental health workers in oral health promotion.
- 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 dental 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 Dental Clinic Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Post SSCE certificate in Dental Clinic Assistant at a recognized Health Institution Minimum of Five (5) years working experience at the grade of Senior Dental Clinic Assistant Continuing education	
<b>Knowledge</b>	Knowledge of Health and Safety. General Knowledge in dental hygiene or therapy Knowledge and understanding of quality assurance issues Knowledge of Standard Operating Procedures in area of practice Knowledge of Patient Charter	
<b>Skills</b>	Communicate effectively both orally and written. Ability to work under pressure Able to work as a member of a team Good manual dexterity.	
<b>Personal Attributes</b>	Adaptable, innovative, enthusiastic and self discipline	

### **3.0 LABORATORY STAFF**

#### **3.1 LABORATORY TECHNOLOGIST**

##### **3.1.1 Intern Biomedical Scientist**

**Job Title** : Intern Biomedical Scientist

**Grade** : Intern Biomedical Scientist

**Responsible To** : Chief Medical Laboratory Technologist

**Accountable To** : Chief Medical Laboratory Technologist/Head of Facility

##### **Job Purpose**

To provide medical laboratory (analytical) services and contribute to patient care through good laboratory practice and adherence to quality assurance measures.

##### **Job Summary**

##### **Main Duties and Responsibilities**

- Carry out routine laboratory tests and assist in provision of special services in clinical, Reference laboratories and diagnostic laboratory areas as may be directed.
- Undertake laboratory technical work within acceptable turnaround times in accordance with departmental standard operating procedures and safety guidelines.
- Document and keep accurate records (log) to maintain good laboratory practice.
- Provide a high standard of technical service as a member of the health care team to assist in efficient delivery of patient care
- Ensure equipment in their care is maintained to the standards required by the department and by relevant legislation.
- Implement internal Quality Control (QC) measures of technical procedures.
- Assist in research, evaluation of new techniques and laboratory audits.
- Perform any other duties and responsibilities as may be assigned by the head of the Unit.

##### ***Management of Financial and Physical Resources***

No specific Duties in respect of this.

##### ***Management of Human Resources***

- Assist in the induction of students in the laboratory.
- Maintain high standards and quality of own work.
- Participate in staff meetings as appropriate.
- Manage own work and assist in the supervision of students in the laboratory.



### ***General Management Duties***

- Implement departmental operational policies in own work area.
- Assist in the supervision of laboratory assistants and students in the laboratory.
- Assist in the conduct of laboratory audits.
- Assist in the implementation of standards of Customer Care.

### ***Diagnostic/Technical Duties (Laboratory areas)***

The post holder is required to:

- Learn to undertake the resolution of technical laboratory problems and manage situations, which may otherwise result in a service delivery failure with supervision.
- Assist in the measurement and monitoring of accuracy and precision of laboratory instruments using appropriate quality control procedures.
- Perform manual, semi-automated and fully automated laboratory investigations accurately and safely.
- Assist in the Preparation, examination and reporting of results following examination of specimens as directed.
- Ensure personal duty of care with respect to laboratory equipment.
- Develop skills and participate in regular, routine maintenance and quality control checks.
- Develop troubleshooting and problem-solving skills under supervision.
- Report quality control failures or loss of performance of laboratory instruments or methods for remedial action.

### ***Laboratory Informatics***

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorised protocols.

### ***Health & Safety Responsibilities***

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within Containment facilities.
- Take appropriate action and report any laboratory accident or spillage of hazardous substances in accordance with standard protocols.

### ***Quality Assurance***

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with all controls on disinfections and keep relevant records as appropriate.
- Assist in data collection for quality control audits on the operations of the laboratory unit.

## General

- Participate in Continuing Professional Development to meet own professional requirements including participation in activities of the Professional Association.
- Comply with all local and national standards of work practice.

## 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 where indicated.
- *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

### Intern Biomedical Scientist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc Biomedical Science/Medical Laboratory Science or equivalent. Undergoing post-qualification internship training.	
<b>Knowledge</b>	General knowledge of operations and techniques in Microbiology, Haematology /Blood Transfusion, Chemical Pathology, and Histopathology /Cytology. Knowledge of Quality Assurance Issues Knowledge of Health and Safety	
<b>Skills &amp; Abilities</b>	Ability to manage own workload under supervision. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Very good verbal and written skills. Competence in word processing.	Use of spreadsheets and application of software. Ability to operate new, complex equipment Project
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation. Good interpersonal skills.	Ability to work under pressure and meet tight deadlines.

### **3.1.2 Biomedical Scientist (Medical Laboratory Technologist/Biologist/Biochemist)**

<b>Job Title</b>	:	Biomedical Scientist
<b>Grade</b>	:	Biomedical Scientist
<b>Responsible To</b>	:	Head of Unit
<b>Accountable To</b>	:	Head of Department/Head of Facility

#### **Job Purpose**

To provide medical laboratory (analytical) services and contribute to patient care through good laboratory practice and adherence to quality assurance measures.

#### **Job Summary**

- Carry out routine laboratory tests and assist in provision of special services in clinical, Reference laboratories and diagnostic laboratory areas as may be directed.
- Undertake laboratory technical work within acceptable turnaround times in accordance with departmental standard operating procedures and safety guidelines.
- Document and keep accurate records (log) to maintain good laboratory practice.
- Provide a high standard of technical service as a member of the health care team to assist in efficient delivery of patient care
- Ensure equipment in their care is maintained to the standards required by the department and by relevant legislation.
- Implement internal Quality Control (QC) measures of technical procedures.
- Assist in research, evaluation of new techniques and laboratory audits.
- Perform any other duties and responsibilities as may be assigned by the head of the Unit.

#### ***Diagnostic/Technical Duties (Laboratory areas)***

The post holder is required to:

- Learn to undertake the resolution of technical laboratory problems and manage situations which may otherwise result in a service delivery failure with supervision.
- Assist in the measurement and monitoring of accuracy and precision of laboratory instruments using appropriate quality control procedures.
- Perform manual, semi-automated and fully automated laboratory investigations accurately and safely.
- Assist in the Preparation, examination and reporting of results following examination of specimens as directed.
- Ensure personal duty of care with respect to laboratory equipment.
- Develop skills and participate in regular, routine maintenance and quality control checks.
- Develop troubleshooting and problem-solving skills under supervision.
- Report quality control failures or loss of performance of laboratory instruments or methods for remedial action.

### ***Laboratory Informatics***

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorised protocols.

### ***Management of Financial and Physical Resources***

- Assist the Head of Unit in the preparation of purchase orders for reagents, consumables and capital equipment where appropriate.

### ***Management of Human Resources***

- Assist in the induction of students in the laboratory.
- Maintain high standards and quality of own work.
- Participate in staff meetings as appropriate.
- Manage own work and assist in the supervision of students in the laboratory.

### ***General Management Duties***

- Implement departmental operational policies in own work area.
- Assist in the supervision of laboratory assistants and students in the laboratory.
- Assist in the conduct of laboratory audits.
- Assist in the implementation of standards of Customer Care.

### ***Health & Safety Responsibilities***

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within containment facilities.
- Take appropriate action and report any laboratory accident or spillage of hazardous substances in accordance with standard protocols.

### ***Quality Assurance***

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with all controls on disinfections and keep relevant records as appropriate.
- Assist in data collection for quality control audits on the operations of the laboratory unit.

### ***General***

- Participate in Continuing Professional Development to meet own professional requirements including participation in activities of the Professional Association.
- Comply with all local and national standards of work practice.

## 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 Biomedical Scientist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc Biomedical Science/Medical Laboratory Science or equivalent plus ONE (1) year post-qualification internship training.	
<b>Knowledge</b>	General knowledge of operations and techniques in Microbiology, Haematology /Blood Transfusion, Chemical Pathology, and Histopathology /Cytology. Knowledge of Quality Assurance Issues Knowledge of Health and Safety	Ability to operate new, complex equipment Project/Research experience.
<b>Skills &amp; Abilities</b>	Ability to manage own workload under supervision. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Very good verbal and written skills. Competence in word processing.	Use of spreadsheets and application of software.
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation. Good interpersonal skills.	Ability to work under pressure and meet tight deadlines.

### 3.1.3 Senior Biomedical Scientist

<b>Job Title</b>	:	Biomedical Scientist
<b>Grade</b>	:	Senior Biomedical Scientist
<b>Responsible To</b>	:	Head of Unit
<b>Accountable To</b>	:	Head of Department/Head of Facility

#### **Job Purpose**

To provide medical laboratory (analytical) services and contribute to patient care through good laboratory practice and adherence to quality assurance measures.

#### **Job Summary**

- Carry out routine and special laboratory tests in clinical and Reference laboratories and provide cover in the diagnostic laboratory areas where necessary.
- Undertake technical work of the laboratory within acceptable turnaround times in accordance with departmental standard operating procedures and safety guidelines.
- Document and keep accurate records (log) to maintain good laboratory practice.
- Provide a high standard of technical service as a member of the health care team to assist in efficient delivery of patient care
- Ensure equipment in their care is maintained to the standards required by the department and by relevant legislation.
- Implement internal Quality Control (QC) measures of technical procedures.
- Assist in research, evaluation of new techniques and laboratory audits.
- Perform any other duties and responsibilities as may be assigned by head of the Unit.

#### ***Diagnostic/Technical Duties (Laboratory areas)***

The post holder is required to:

- Undertake the resolution of technical laboratory problems and manage situations which may otherwise result in a service delivery failure with or without supervision.
- Ensure that reagents are prepared stored and used in a manner suitable for patient investigations.
- Measure and monitor the accuracy and precision of laboratory instruments using appropriate quality control procedures.
- Perform manual, semi-automated and fully automated laboratory investigations accurately and safely.
- Prepare, examine and report on microscopic, cytology, haematology or other examination of specimens as directed and appropriate.
- Ensure personal duty of care with respect to laboratory equipment.
- Undertake regular, routine maintenance and quality control checks.

- Develop technical knowledge and undertake troubleshooting on hardware and software where necessary in problem solving where indicated under supervision.
- Manage quality control failures or loss of performance of laboratory instruments or methods and make referral where indicated.

### ***Laboratory Informatics***

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorised protocols.

### ***Management of Financial and Physical Resources***

- Assist the Head of Unit in the preparation of purchase orders for reagents, consumables and capital equipment where appropriate.

### ***Management of Human Resources***

- Assist in the induction of interns and students in the laboratory.
- Maintain high standards and quality of own work and support less experienced staff and students to develop their individual expertise.
- Participate in, and contribute at staff meetings as appropriate.
- Be able to manage own work and provide supervision to less experienced staff and students in the laboratory.

### ***General Management Duties***

- Implement departmental operational policies in own work area.
- Assist in the supervision of junior staff and students in the laboratory.
- Assist in the conduct of laboratory audits.
- Assist in the implementation of standards of Customer Care.

### ***Health & Safety Responsibilities***

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within Containment facilities.
- Take appropriate action if there is a laboratory accident or spillage of hazardous substances in accordance with standard protocols.

### ***Quality Assurance***

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with all controls on disinfections and ensure that relevant records are kept as appropriate.
- Contribute to data collection for quality control audits on the operations of the laboratory unit.

## General

- Participate in Continuing Professional Development to meet own professional requirements including participation in activities of the Professional Association.
- Comply with all local and national standards of work practice.

## 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 where indicated.
- *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 Biomedical Scientist

Criteria	Essential	Desirable
<b>Educational and Experience</b>	BSc in Biomedical Science/Medical Laboratory Science or equivalent with at least Three (3) years' working experience at the level of Biomedical Scientist or equivalent plus evidence of continuing professional education. <b>Or</b> BSc in Biomedical Science/Medical Laboratory Science or equivalent with at least Three (3) years' working experience at the level of Medical Laboratory Technician or equivalent plus evidence of continuing professional education.	
<b>Knowledge</b>	General knowledge and experience of operations and techniques in Microbiology, Haematology /Blood Transfusion, Chemical Pathology, and Histopathology /Cytology. Knowledge of Quality Assurance Issues. Knowledge of Health and Safety and risk management.	Ability to operate new, complex equipment and undertake specialist techniques. Project/Research experience.
<b>Skills &amp; Abilities</b>	Ability to manage own workload and work with minimal supervision. Demonstrate supervisory skills. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Very good verbal and written skills. Competence in word processing.	Use of spreadsheets and application of software.
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation. Good interpersonal skills.	Ability to work under pressure and meet tight deadlines.



### 3.1.4 Principal Biomedical Scientist

<b>Job Title</b>	:	Biomedical Scientist
<b>Grade</b>	:	Principal Biomedical Scientist
<b>Responsible To</b>	:	Head of Unit
<b>Accountable To</b>	:	Head of Department/Head of Facility

#### **Job Purpose**

To provide routine and special medical laboratory (analytical) services and contribute to patient care through good laboratory practice and adherence to quality assurance measures.

#### **Job Summary**

- Carry out routine and special laboratory tests in clinical and Reference laboratories and provide cover in the diagnostic laboratory areas where necessary.
- Supervise and undertake technical work of the laboratory including that carried out in high-risk suite within acceptable turnaround times in accordance with departmental standard operating procedures and safety guidelines.
- Document and keep accurate records (log) to maintain good laboratory practice and procedures e.g. SOPs and policies in an acceptable form at all times for quality assurance.
- Provide a high standard of technical service as a member of the health care team to assist in efficient delivery of patient care
- Ensure equipment in their care is maintained to the standards required by the department and by relevant legislation.
- Contribute to the implementation of molecular techniques into the laboratory where appropriate.
- Implement external and internal Quality Control (QC) measures of technical procedures.
- Contribute to research, evaluation of new techniques and laboratory audits.
- Contribute to the allocation and preparation of Rota to meet workload requirements of the laboratory as and when required
- Perform any other duties and responsibilities as may be assigned by head of the Unit.

#### ***Diagnostic/Technical Duties (Laboratory areas)***

The post holder is required to:

- Undertake the resolution of technical laboratory problems and manage situations which may otherwise result in a service delivery failure.
- Perform and supervise laboratory investigations.
- Ensure that reagents are prepared stored and used in a manner suitable for patient investigations.
- Measure and monitor the accuracy and precision of laboratory investigations using appropriate quality control procedures.
- Perform manual, semi-automated and fully automated laboratory investigations accurately and safely.

- Prepare, examine and report on microscopic, cytology, haematology or other examination of specimens as appropriate.
- Select and undertake tests or procedures as are necessary to identify pathogenic microbes in specimens.
- Perform manual serology/immunology assays as requested.
- Undertake regular, routine maintenance and quality control checks.
- Develop technical knowledge and undertake troubleshooting on hardware and software where necessary in problem-solving where indicated with or without supervision.
- Manage quality control failures or loss of performance of laboratory instruments or methods and make referral where indicated.

### ***Laboratory Informatics***

- Make use of Laboratory Information Management Systems (where available) in data management in accordance with authorised protocols.

### ***Management of Financial and Physical Resources***

- Assist the Head of Unit in the preparation of purchase orders for reagents, consumables and capital equipment where appropriate.

### ***Management of Human Resources***

- Assist in the induction of new staff, interns and students in the laboratory.
- Maintain high standards and quality of own work and support less experienced staff to develop their individual expertise.
- Participate in, and contribute at staff meetings as appropriate.
- Be able to manage own work and provide supervision to less experienced staff and students in the laboratory.

### ***General Management Duties***

- Implement departmental operational policies in own work area.
- Assist in the supervision of junior staff and students in the laboratory.
- Assist in the conduct of laboratory audits.
- Assist in the implementation of standards of Customer Care and External Relations.

### ***Health & Safety Responsibilities***

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within Containment facilities.
- Take appropriate action if there is a laboratory accident or spillage of hazardous substances in accordance with standard protocols.

### ***Quality Assurance***

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.

- Comply with all controls on disinfections and ensure that relevant records are kept as appropriate
- Contribute to data collection for quality control audits on the operations of the laboratory unit.

**General**

- Participate in Continuing Professional Development to meet own professional requirements including participation in activities of the Professional Association.
- Comply with all local and national standards of work practice.

**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 Biomedical Scientist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	BSc in Biomedical Science/Medical Laboratory Science or equivalent with at least FIVE (5) years’ working experience at the level of Senior Biomedical Scientist or equivalent plus evidence of Continuing professional education.	Masters degree (or equivalent) in a relevant specialty. Postgraduate Cert/Diploma in management/higher technical qualification.
<b>Knowledge</b>	General knowledge of operations and techniques in Microbiology, Haematology /Blood Transfusion, Chemical Pathology, and Histopathology /Cytology. Knowledge of Quality Assurance Issues Knowledge of Health and Safety and Risk Management	Ability to operate new, complex equipment and undertake specialist techniques. Experience in implementation of new diagnostic technologies. Experience of quality control & laboratory audit. Research experience.
<b>Skills &amp; Abilities</b>	Ability to manage own workload. Demonstrate leadership and supervisory skills. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Very good verbal and written skills. Competence in word processing, use of spreadsheets and application of software. Ability to work under pressure and handle difficult and stressful situations. Good interpersonal skills.	Project management skills
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Demonstrate ability to team work, good organisation and self-motivation.	

### 3.1.5 Deputy Chief Biomedical Scientist

<b>Job Title</b>	:	Biomedical Scientist
<b>Grade</b>	:	Deputy Chief Biomedical Scientist
<b>Responsible To</b>	:	Divisional Director/ Head of Facility
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To provide technical laboratory service, advise, and contribute to quality control through the development, implementation, monitoring of standards and evaluation of services.

#### **Main Duties and Responsibilities**

As part of the departmental management team the post holder will:

- Oversee the day to day delivery of efficient laboratory services in the facility.
- Contribute to the management of research, service planning and development activities for continuing improvement of laboratory diagnostic services.
- Oversee error logging, turnaround times and the management of internal and external quality control measures in the facility.
- Assist in managing laboratory staff within the facility including performance reviews where delegated.
- Undertake the supervision of laboratory tests within the facility to ensure efficient delivery of such services.
- Contribute to effective liaison with the clinical care division to ensure the smooth running of clinical technical service delivery.
- Assist in the audit of clinical technical services and other quality assurance activities in the facility.
- Participate in internal and external quality control activities as required.
- Supervise and ensure the provision of accurate laboratory reports within acceptable turnaround times.
- Undertake other duties and responsibilities as may be directed by the head of facility.

#### ***Diagnostic/Technical Duties (Laboratory areas)***

The post holder is required to:

- Undertake the resolution of technical laboratory problems and manage situations, which may otherwise result in a service delivery failure.
- Perform and supervise laboratory investigations.
- Monitor and ensure appropriate quality control measures are being adhered to at all times.
- Undertake technical validation and reproducibility checks of laboratory instrumental analyses to ensure accuracy and precision as specified by laboratory protocols.
- Ensure a strict adherence to preventive maintenance schedules on all laboratory instruments at all times.
- Manage quality control failures or loss of performance of laboratory instruments or methods and make referral where indicated.

- Interpret laboratory results and take appropriate actions including:
  - Authentication of results
  - Ordering relevant follow-up laboratory procedures
  - Advise the clinical care team where necessary (or infection control unit where appropriate) on the results of laboratory tests which impact on patient care.

### ***Laboratory Informatics***

- Make use of Laboratory Information Management System (where available) in accordance with authorised protocols.
- Ensure the maintenance of accurate laboratory databases.

### ***Management of Financial and Physical Resources***

- Assist in the preparation of purchase orders for laboratory reagents, capital equipment and other day to day running costs as and when required.
- Assist in the preparation of costing for commercial trials and contracts where necessary.

### ***Management of Human Resources***

- Ensure management of staff and students in the laboratory.
- Play an active role in the management of complaints, grievances and disciplinary procedures in the unit as required.
- Contribute to the induction of new laboratory staff and students in the laboratory.
- Organise staff in-service training (CPE) and contribute to the training and assessment of medical laboratory assistants, trainee technicians and technologists.
- Participate in staff appraisal and performance reviews where delegated.
- Manage staff job allocation Rota and annual leave schedules under existing GHS guidelines.
- Organise regular staff meetings as appropriate and maintain an effective line of communication with and between staff.

### ***General Management Duties***

- Assist the Chief Technologist in the day-to-day management of the laboratory.
- Manage staff and delegate as appropriate to ensure that work of the laboratory is carried out in accordance with departmental standard operating procedures and safety guidelines.
- Resolve technical laboratory problems and manage situations, which may otherwise result in a service delivery failure.
- Prepare regular and timely reports on laboratory performance with regards to standard operating procedures and policies.
- Ensure that capital equipment is maintained to the required standards.
- Manage the implementation of external and internal Quality Control (QC) measures for of all technical laboratory procedures.
- Prepare and supervise staff Rota within the laboratory.
- Contribute to the formulation of departmental operational policies and in their implementation.

- Contribute to the development of standards of Customer Care and external contracts in relation to the laboratory services in the unit.

**Health & Safety Responsibilities**

- Take care of own safety and others who may be affected by actions or omissions.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with the Hospital’s responsibility to comply with the GHS Health and Safety policy.
- Ensure the safe handling, processing, packaging, storage, preservation and transportation of pathological specimen applying SOPs and guidelines.
- Ensure safe working practices at all times among staff within Containment facilities.
- Take appropriate action if there is a laboratory accident or spillage of hazardous substances in accordance with standard protocols.

**Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with all controls on disinfections and ensure that GHS guidelines are followed, recorded and monitored as appropriate
- Carry out regular quality control audits on the operations of the laboratory unit.

**General**

- Participate in Continuing Professional Development to meet own professional requirements including participation in activities of the Professional Association.
- Contribute to compliance with all local and national standards of work practice.

**Further Information**

- The post holder must at all times:
  - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedures.
  - 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 Biomedical Scientist**

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc in Biomedical Science/Medical Laboratory Science or equivalent with at least FIVE (5) years’ working experience at the level of Principal Biomedical Scientist or equivalent plus evidence of Continuing professional education (CPE) and management training. <b>Or</b> Masters (or equivalent) in a relevant specialty with a minimum of THREE (3) years postgraduate qualification working experience	

	<p>as a Senior Biomedical Scientist or equivalent plus evidence of CPE and management training.</p> <p>Or</p> <p>Masters (or equivalent) in a relevant specialty at the grade of Principal Biomedical Scientist or equivalent plus evidence of CPE and management training</p> <p>Management and supervisory experience</p> <p>Research Experience</p> <p>Experience in development and implementation of new diagnostic technologies.</p> <p>Experience in Human Resource management issues</p>	
<b>Knowledge</b>	<p>Specialist knowledge of specialist diagnostic techniques;</p> <p>Expertise in quality assurance procedures;</p> <p>Expertise in Health and Safety and risk management.</p>	
<b>Skills &amp; Abilities</b>	<p>Excellent writing and verbal communication skills.</p> <p>Ability to organise workload, work under pressure and meet tight deadlines.</p> <p>Computer skills and familiarity with relevant software.</p> <p>Excellent analytical and problem-solving skills</p> <p>Ability to work, lead and manage a multi-disciplinary team.</p>	
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work</p> <p>Ability to take initiative and to influence others positively</p>	

### 3.1.6 Chief Biomedical Scientist

<b>Job Title</b>	:	Biomedical Scientist
<b>Grade</b>	:	Chief Biomedical Scientist
<b>Responsible To</b>	:	Divisional Director/ Head of Facility
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To provide technical laboratory service, advise, and contribute to quality control through the development, implementation, monitoring of standards and evaluation of services.

#### **Main Duties and Responsibilities**

As a lead of the departmental management team the post holder will:

- Oversee the day-to-day delivery of efficient laboratory services in the facility.
- Contribute to the management of research, service planning and development activities for continuing improvement of laboratory diagnostic services.
- Play a lead role in managing laboratory staff within the facility including performance reviews.
- Undertake the supervision of routine and specialist clinical laboratory tests within the facility to ensure efficient delivery of such services.
- Contribute to effective liaison with the clinical care division to ensure the smooth running of clinical technical service delivery.
- Play a lead role in the audit of clinical technical services and other quality assurance activities in the facility.
- Participate in external quality control activities as required.
- Supervise and ensure the provision of accurate laboratory reports within acceptable turnaround times.
- Undertake other duties and responsibilities as may be directed by the head of facility.

#### ***Diagnostic/Technical Duties (Laboratory areas)***

The post holder is required to:

- Lead in the resolution of technical laboratory problems and manage situations, which may otherwise result in a service delivery failure.
- Perform and supervise manual, semi-automated and fully automated laboratory investigations.
- Monitor the accuracy and precision of laboratory investigations and ensure appropriate quality control measures are being adhered to at all times.
- Undertake technical validation and reproducibility checks of laboratory instrumental analyses to ensure accuracy and precision as specified by laboratory protocols.
- Ensure that preventive maintenance schedules have been carried out on laboratory instruments prior to them being used for patient investigations.
- Manage corrective action when quality control procedures indicate loss of performance with laboratory instruments or methods.
- Advise the clinical care team where necessary on the results of laboratory



tests which impact on patient care.

- Interpret laboratory results and take appropriate actions including:
  - Authentication of results
  - Ordering relevant follow-up laboratory procedures
  - Informing departmental medical staff (or infection control unit where appropriate) of laboratory test results which impact on patient care.

### ***Laboratory Informatics***

- Make use of Laboratory Information Management System (where available) in accordance with authorised protocols.
- Ensure the maintenance of accurate laboratory databases.

### ***Management of Financial and Physical Resources***

- Contribute to the preparation of realistic costing and purchase orders for laboratory reagents, capital equipment and other day-to-day running costs.
- Assist in the preparation of costing for commercial trials and contracts where necessary.
- Ensure that capital equipment is maintained to the required standards.

### ***Management of Human Resources***

- Line management of staff in the laboratory.
- Play an active role in the management of complaints, grievances and disciplinary procedures in the unit as required.
- Contribute to the staff recruitment process including the induction of new staff.
- Organise staff in-service training (CPE) and contribute to the training and assessment of medical laboratory assistants, trainee technicians and technologists.
- Participate in staff appraisal and performance reviews.
- Manage staff job allocation Rota and annual leave schedules under existing GHS guidelines.
- Organise regular staff meetings as appropriate and maintain an effective line of communication with and between staff.

### ***General Management Duties***

- Ensure day-to-day management of the laboratory.
- Manage staff and delegate as appropriate to ensure that the technical work of the laboratory including the high-risk suite are carried out in accordance with departmental standard operating procedures and safety guidelines.
- Resolve technical laboratory problems and manage situations, which may otherwise result in a service delivery failure.
- Prepare regular and timely reports on laboratory performance with regards to standard operating procedures and policies.
- Manage the implementation of external and internal Quality Control (QC) measures for of all technical procedures.
- Lead in the formulation of departmental operational policies and co-ordinate their implementation.
- Manage laboratory tours for visiting parties (GHS (MOH) or outside agencies).

- Lead in the development of standards of Customer Care and external contracts in relation to the laboratory services in the unit.

**Health & Safety Responsibilities**

- Take care of own safety and others who may be affected by actions or omissions.
- Work in compliance with all GHS health and safety requirements and keep up to date on developments and training and other requirements in line with GHS Health and Safety policy.
- Coordinate and ensure safe working practices including the safe handling, processing, packaging, storage, preservation and transportation of pathological specimen both within the department and their transport to other establishments following SOPS and guidelines.

**Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Ensure that all GHS controls and guidelines on disinfections are followed, recorded and monitored as appropriate.
- Coordinate and ensure regular quality control audits on operations of the laboratory.

**General**

- Participate in Continuing Professional Development to meet professional requirements including participation in activities of the Professional Association.
- Ensure compliance with all local and national standards of work practice.

**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 developments of the service*

**Person Specification  
Chief Biomedical Scientist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	<p>BSc in Biomedical Science/Medical Laboratory Science or equivalent plus a Masters’ degree (or equivalent) in a relevant specialty with at least Five (5) years’ working experience at the level of Deputy Chief Biomedical Scientist or equivalent; evidence of continuing professional education and management training.</p> <p>Management and supervisory experience            Experience in human resource management issues            Research experience            Experience in budget management            Experience in development and implementation of new diagnostic</p>	

	technologies.	
<b>Knowledge</b>	Specialist knowledge of diagnostic techniques; Expertise in quality assurance procedures; Expertise in Health and Safety and risk management.	
<b>Skills &amp; Abilities</b>	Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload, work under pressure and meet tight deadlines. Computer skills and familiarity with relevant software. Excellent analytical and problem-solving skills Strategic thinker	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability to take initiative and to influence others positively	

## **3.2 MEDICAL LABORATORY TECHNICIAN**

### **3.2.1 Medical Laboratory Technician**

**Job Title** : Medical Laboratory Technician

**Grade** : Medical Laboratory Technician

**Responsible To** : Head of Unit

**Accountable To** : Head of Facility/Department

#### **Job Purpose**

To undertake and assist in the efficient processing, analysis, interpretation and reporting of results of laboratory tests on specimens received in the Laboratory department to support clinical technical services in the provision of good patient care.

#### **Main Duties and Responsibilities**

##### **General**

- Perform tests and procedures as laid down in Standard Operating Procedures (SOPs) and train others on the job.
- Undertake analytical tasks within tight turnaround times and assist junior laboratory staff working under their supervision.
- Accurately and safely use and carry out routine maintenance and performance checks on equipment with minimal supervision and report faults to Unit Supervisor.
- Follow prescribed procedures and exercise a personal duty of care in maintaining laboratory equipment and facilities in good order.
- Use laboratory computer system to:
  - Input requests and match patient records as appropriate.
  - Input results and generate printed reports.
  - Generate worksheet (lists)
- Carry out appropriate tests to confirm the identity of micro-organisms;
- Carry out appropriate antimicrobial sensitivity tests;
- Demonstrate an ability to use a range of automated equipment and manual techniques.
- Carry out assays using appropriate analyzers and understand the significance and implications of the results obtained.
- Carry out appropriate quality checks as required and complete quality record sheets as required.
- Undertake any other duties or responsibilities as may be directed by the head of facility.

##### **Laboratory Informatics**

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorized protocols.

##### **Communication and Working Relationship**

- Maintain effective communication with colleagues and other professional groups and clients.

- Demonstrate ability to work effectively in a multidisciplinary team of health workers in the facility.
- Work with Laboratory Attendants and other Laboratory Assistants in a collegiate manner.
- Attend and contribute at staff meetings.
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Person and People Development**

- Attend in-house training sessions relating to health and safety and other aspects of professional development
- Participate in internal audits of laboratory performance as requested by senior 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.

### **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within Containment facilities.
- Report any laboratory accident or spillage of hazardous substances to Superior Officers in accordance with standard protocols.

### **Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with all controls on disinfections and keep relevant records as appropriate.
- Assist in data collection for quality control audits on the operations of the laboratory unit.
- Participate in quality monitoring schemes such as:
  - Measuring temperature of refrigerators, freezers and incubators.
  - Using and recording performance of controls in tests and assays.
  - Recording batch numbers of kits.
  - Completing information on worksheets so that audit trails for specimen examination and test performance can be achieved.

### **Further Information**

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

### Medical Laboratory Technician

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	A Technician Diploma/Certificate in Medical Laboratory Technology or equivalent and at least ONE (1) year period of internship at a recognized health facility.	
<b><i>Knowledge</i></b>	General knowledge and practical analytical skills in Microbiology, Haematology/Blood Transfusion, Chemical Pathology, & Histopathology/Cytology Knowledge of Health and Safety and Quality Assurance Issues.	Supervisory experience.  Experience of managing microbiological and other hazards. Ability to manage complex laboratory techniques and handle complex equipment.
<b><i>Skills &amp; Abilities</i></b>	Good manual dexterity, accurate practical and analytical skills. Ability to work with others. Demonstrate accuracy and attention to detail Good verbal and written skills.	Competence in word processing and use of Spreadsheets.  Ability to adapt to a changing environment.
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation. Good interpersonal skills.	Excellent eyesight. Ability to work under pressure and meet tight deadlines.

### 3.2.2 Senior Medical Laboratory Technician

**Job Title** : Medical Laboratory Technician

**Grade** : Senior Medical Laboratory Technician

**Responsible To** : Head of Unit

**Accountable To** : Head of Facility/Department

#### Job Purpose

To undertake and assist in the efficient processing, analysis, interpretation and reporting of results of laboratory tests on specimens received in the Laboratory department to support clinical technical services in the provision of good patient care.

#### Main Duties and Responsibilities

##### General

- Perform tests and procedures as laid down in Standard Operating Procedures (SOPs) and train others on the job.
- Undertake analytical tasks within tight turnaround times and supervise laboratory junior laboratory staff working under their supervision.
- Assist in departmental stock control schemes:
  - o Ensure adequate stocks of chemicals, reagents and consumables.
  - o Keep stock records as required.
- Accurately and safely use and carry out routine maintenance and performance checks on equipment and report faults to Unit Supervisor.
- Follow prescribed procedures and exercise a personal duty of care in maintaining laboratory equipment and facilities in good order.
- Use laboratory computer system to:
  - Input requests and match patient records as appropriate.
  - Input results and generate printed reports.
  - Generate worksheet (lists)
- Carry out appropriate tests to confirm the identity of micro-organisms;
- Carry out appropriate antimicrobial sensitivity tests;
- Use a range of automated equipment and manual techniques.
- Carry out assays using appropriate analyzers and understand the significance and implications of the results obtained.
- Carry out appropriate quality checks as required and complete quality record sheets as required.
- Undertake any other duties or responsibilities as may be directed by the head of facility.

##### Laboratory Informatics

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorized protocols.

##### Communication and Working Relationship

- Maintain effective communication with colleagues and other professional groups and clients.

- Demonstrate ability to work effectively in a multidisciplinary team of health workers in the facility.
- Work with and assist in the supervision of Laboratory Attendants and other Laboratory Assistants in a fair and impartial manner.
- Attend and contribute at staff meetings.

### **Person and People Development**

- Attend in-house training sessions relating to health and safety and other aspects of professional development
- Participate in internal audits of laboratory performance as requested by senior 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.
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within Containment facilities.
- Report any laboratory accident or spillage of hazardous substances to Superior Officers in accordance with standard protocols.

### **Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with all controls on disinfections and keep relevant records as appropriate.
- Assist in data collection for quality control audits on the operations of the laboratory unit.
- Participate in quality monitoring schemes such as:
  - o Measuring temperature of refrigerators, freezers and incubators.
  - o Using and recording performance of controls in tests and assays.
  - o Recording batch numbers of kits.
  - o Completing information on worksheets so that audit trails for specimen examination and test performance can be achieved.

### **Further Information**

- The post holder must at all times:
  - o Work in accordance with 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 as directed.
- *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 Medical Laboratory Technician

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	A Technician Diploma/Certificate in Medical Laboratory Technology or equivalent and at least Three (3) years' working experience at the level of Medical Laboratory Technician ( <i>or equivalent working experience</i> ), plus evidence of continuing professional education.	Experience of implementation of new diagnostic tools. Supervisory experience. Experience of managing microbiological and other hazards.
<b>Knowledge</b>	General knowledge and practical analytical skills in Microbiology, Haematology/Blood Transfusion, Chemical Pathology, & Histopathology/Cytology Ability to manage complex laboratory techniques and handle complex equipment. Knowledge of Health and Safety and Quality Assurance Issues.	
<b>Skills &amp; Abilities</b>	Good manual dexterity, accurate practical and analytical skills. Ability to work with others. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Good verbal and written skills.	Competence in word processing and use of spreadsheets. Ability to train others on standard operational procedures.
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organization and self-motivation. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.	Excellent eyesight

### 3.2.4 Principal Medical Laboratory Technician

**Job Title** : Medical Laboratory Technician

**Grade** : Principal Medical Laboratory Technician

**Responsible To** : Head of Unit

**Accountable To** : Head of Facility/Department

#### **Job Purpose**

To undertake and supervise the efficient processing, analysis, interpretation and reporting of results of laboratory tests on specimens received in the Laboratory department to support clinical technical services in the provision of good patient care.

#### **Main Duties and Responsibilities**

##### **General**

- Perform tests and procedures as laid down in Standard Operating Procedures (SOPs) and train others on the job.
- Undertake analytical tasks within tight turnaround times and supervise laboratory technicians and assistants (junior laboratory staff) working under their supervision.
- Assist in departmental stock control schemes:
  - o Ensure adequate stocks of chemicals, reagents and consumables.
  - o Keep stock records as required.
- Accurately and safely use and carry out routine maintenance and performance checks on equipment and report faults to Unit Supervisor.
- Follow prescribed procedures to exercise a personal duty of care maintaining laboratory equipment and facilities in good order.
- Use laboratory computer system to:
  - Input requests and match patient records as appropriate.
  - Input results and generate printed reports.
  - Generate worksheet (lists)
- Undertake the efficient processing of specimens using SOPs together with specialist knowledge concerning various pathological specimens;
- Carry out appropriate tests to confirm the identity of micro-organisms;
- Carry out appropriate antimicrobial sensitivity tests;
- With the assistance of a Medical Laboratory Technologist (Biomedical Scientist),
  - o Use a range of automated equipment and manual techniques to detect antibodies or antigens from blood samples and clinical specimens.
  - o Carry out assays using analyzers, to detect the levels of antibiotics in the blood of patients and to understand the significance and implications of the results obtained.
- Undertake any other duties or responsibilities as may be directed by the head of facility.

##### **Laboratory Informatics**

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorized protocols.

## **Communication and Working Relationship**

- Maintain effective communication with colleagues and other professional groups and clients to foster good team working relationships.
- Demonstrate ability to work effectively in a multidisciplinary team of health workers in the facility.
- Work with and direct Laboratory Attendants and other Laboratory Assistants in a fair and impartial manner.
- Attend and contribute at staff meetings.

## **Person and People Development**

- Assist in the training and supervision of Trainee Technicians, Medical laboratory Assistants (MLA), Laboratory Attendant, and students in the department.
- Attend in-house training sessions relating to health and safety and professional development
- Participate in external quality assurance programmes and any internal audits of laboratory performance as requested by senior staff.
- Keep up to date on job related issues as appropriate.
- Monitor own performance against agreed objectives
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Adhere to safe working practices at all times within Containment facilities.
- Report any laboratory accident or spillage of hazardous substances in accordance with standard protocols.

## **Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with and supervise junior staff on all controls on disinfections and keep relevant records as appropriate.
- Assist in data collection for quality control audits on the operations of the laboratory unit.
- Take part in quality monitoring schemes such as:
  - Measuring temperature of refrigerators, freezers and incubators.
  - Using and recording performance of controls in tests and assays.
  - Recording batch numbers of kits.
  - Completing information on worksheets so that audit trails for specimen examination and test performance can be achieved.

## **Further Information**

- The post holder must at all times:
  - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
  - 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 Medical Laboratory Technician**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	<p>A Technician Diploma/Certificate in Medical Laboratory Technology or equivalent and at least FIVE (5) years' working experience at the level of Senior Medical Laboratory Technician (<i>or equivalent working experience</i>), plus evidence of Continuing professional education.</p> <p>Experience in managing microbiological and other hazards. Supervisory experience</p>	<p>Higher technical qualification Post-qualification certificate in management;</p> <p>Experience of implementation of new diagnostic tools</p>
<b>Knowledge</b>	<p>General knowledge and practical analytical skills in Microbiology, Haematology/Blood Transfusion, Chemical Pathology, &amp; Histopathology/Cytology Ability to manage complex laboratory techniques and handle complex equipment. Knowledge of Health and Safety and Quality Assurance Issues.</p>	
<b>Skills &amp; Abilities</b>	<p>Excellent manual dexterity, accurate practical and analytical skills. Ability to work with others. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Very good verbal and written skills. Ability to train others on standard operational procedures. Competence in word processing and use of spreadsheets.</p>	
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work. Ability for team work, good organization and self-motivation. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.</p>	<p>Excellent eyesight</p>

### 3.2.4 Assistant Chief Medical Laboratory Technician

<b>Job Title</b>	: Medical Laboratory Technician
<b>Grade</b>	: Assistant Chief Medical Laboratory Technician
<b>Responsible To</b>	: Head of Unit
<b>Accountable To</b>	: Head of Facility/Department

#### Job Purpose

To undertake and supervise the efficient processing, analysis, interpretation and reporting of results of laboratory tests on specimens received in the Laboratory department to support clinical technical services in the provision of good patient care.

#### Main Duties and Responsibilities

##### General

- Perform tests and procedures as laid down in Standard Operating Procedures (SOPs) and train others on the job.
- Undertake analytical tasks and supervise laboratory technicians and assistants (junior laboratory staff) working under their supervision.
- Ensure that all work is completed to a reliable, accurate and reproducible standard and within tight turnaround times.
- Work in conjunction with Medical Laboratory Technologists to investigate, evaluate and implement new techniques, technologies and procedures.
- Assist in departmental stock control schemes:
  - Ensure adequate stocks of chemicals, reagents and consumables.
  - Keep stock records as required.
- Accurately and safely use and carry out routine maintenance and performance checks on equipment and report faults to Unit Supervisor.
- Follow prescribed procedures to exercise a personal duty of care maintaining laboratory equipment and facilities in good order.
- Use laboratory computer system to:
  - Input requests and match patient records as appropriate.
  - Input results and generate printed reports.
  - Generate worksheet (lists)
- With the assistance of a Medical Laboratory Technologist (Biomedical Scientist),
  - Use a range of automated equipment and manual techniques to detect antibodies or antigens from blood samples and clinical specimens.
  - Carry out assays using analyzers, to detect the levels of antibiotics in the blood of patients and to understand the significance and implications of the results obtained.
- Undertake any other duties or responsibilities as may be assigned by the head of facility.

##### Section Work

The jobholder should be able to:

- Ensure the efficient processing of specimens using SOPs together with specialist knowledge concerning various pathological specimens;
- Carry out appropriate tests to confirm the identity of micro-organisms;

- o Carry out appropriate antimicrobial sensitivity tests;
- o Check and authorize all results for entry onto the Laboratory computer system for subsequent reporting.

### **Laboratory Informatics**

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorized protocols.

### **Communication and Working Relationship**

- Maintain effective communication with colleagues and other professional groups and clients to foster good team working relationships.
- Demonstrate ability to work effectively in a multidisciplinary team of health workers in the facility.
- Work with and direct Laboratory Attendants and other Laboratory Assistants in a fair and impartial manner.
- Attend and contribute at staff meetings.

### **Person and People Development**

- Assist in the training and supervision of Trainee Technicians, Medical laboratory Assistants (MLA), Laboratory Attendant, intern Biomedical Scientists and students in the department.
- Attend in-house training sessions relating to health and safety and professional development
- Participate in external quality assurance programmes and any internal audits of laboratory performance as requested by senior staff.
- Keep up to date on job related issues as appropriate.
- Participate in staff appraisal and personal development within the Laboratory Unit.
- Monitor own performance against agreed objectives
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Ensure that staff under their supervision follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Ensure that staff adhere to safe working practices at all times within Containment facilities.
- Report any laboratory accident or spillage of hazardous substances in accordance with standard protocols.

### **Quality Assurance**

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Comply with and supervise junior staff on all controls on disinfections and keep relevant records as appropriate.
- Assist in data collection for quality control audits on the operations of the laboratory unit.

- Take part in quality monitoring schemes such as:
  - o Measuring temperature of refrigerators, freezers and incubators.
  - o Using and recording performance of controls in tests and assays.
  - o Recording batch numbers of kits.
  - o Completing information on worksheets so that audit trails for specimen examination and test performance can be achieved.

**Further Information**

- The post holder must at all times:
  - o Work in accordance with 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**

**Assistant Chief Medical Laboratory Technician**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	<p>A Technician Diploma/Certificate in Medical Laboratory Technology or equivalent and at least FIVE (5) years' working experience at the level of Principal Medical Laboratory Technician (<i>or equivalent working experience</i>), plus evidence of Continuing professional education (CPE).</p> <p><b>Or</b></p> <p>Higher technical qualification (Advanced Diploma) in a relevant specialty at the grade of Principal Medical Laboratory Technician or equivalent plus evidence of CPE.</p> <p><b>Or</b></p> <p>Higher technical qualification (Advanced Diploma) or equivalent in a relevant specialty with a minimum of THREE (3) years working experience as a Senior Medical Laboratory Technician or equivalent plus evidence of CPE.</p> <p>Experience in managing microbiological and other hazards. Supervisory experience</p>	<p>Higher technical qualification Post-qualification certificate in management;</p> <p>Experience in development and implementation of new diagnostic tools.</p> <p>Research experience</p>
<b>Knowledge</b>	<p>General knowledge and practical analytical skills in Microbiology, Haematology/Blood Transfusion, Chemical Pathology, &amp; Histopathology/Cytology</p> <p>Ability to manage complex laboratory techniques and hand complex equipment.</p> <p>Knowledge of Health and Safety and Quality Assurance Issues.</p>	
<b>Skills &amp; Abilities</b>	<p>Excellent manual dexterity, accurate practical and analytical skills.</p> <p>Ability to work with others and to lead a team.</p> <p>Leadership skills.</p> <p>Ability to adapt to a changing environment.</p> <p>Demonstrate accuracy and attention to detail</p> <p>Very good verbal and written skills.</p>	

	Ability to train others on standard operational procedures. Competence in word processing and use of spreadsheets.	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.	Excellent eyesight



### 3.2.5 Chief Medical Laboratory Technician

<b>Job Title</b>	: Medical Laboratory Technician
<b>Grade</b>	: Chief Medical Laboratory Technician
<b>Responsible To</b>	: Head of Unit
<b>Accountable To</b>	: Head of Facility/Department

#### Job Purpose

To undertake and supervise the efficient processing, analysis, interpretation and reporting of results of laboratory tests on specimens received in the Laboratory department to support clinical technical services in the provision of good patient care.

#### Main Duties and Responsibilities

##### General

- Act as line manager and supervise laboratory technicians and assistants (junior laboratory staff) by assigning and reviewing their work.
- Perform tests and procedures as laid down in GHS Standard Operating Procedures (SOPs) and train others on the job.
- Ensure that all work is completed to a reliable, accurate and reproducible standard and within tight turnaround times.
- Work in conjunction with Medical Laboratory Technologists to investigate, evaluate and implement new techniques, technologies and procedures.
- Assist in departmental stock control schemes:
  - Ensure adequate stocks of chemicals, reagents and consumables.
  - Keep stock records as required.
- Accurately and safely use and carry out routine maintenance and performance checks on equipment and report faults to Unit Supervisor.
- Follow prescribed procedures for maintaining laboratory equipment and facilities.
- With the assistance of a Medical Laboratory Technologist (Biomedical Scientist),
  - Use a range of automated equipment and manual techniques to detect antibodies or antigens from blood samples and clinical specimens.
  - Carry out assays using analyzers, to detect the levels of antibiotics in the blood of patients and to understand the significance and implications of the results obtained.
- Undertake any other duties or responsibilities as may be assigned by the head of facility.

##### Section Work

The jobholder should be able to:

- Ensure the efficient processing of specimens using SOPs together with specialist knowledge concerning various pathological specimens;
- Carry out appropriate tests to confirm the identity of micro-organisms;
- Carry out appropriate antimicrobial sensitivity tests;
- Check and authorize all results for entry onto the Laboratory computer system for subsequent reporting.

### **Laboratory Informatics**

- Make use of Laboratory Information Management Systems (where available) for data management in accordance with authorised protocols.

### **Communication and Working Relationship**

- Communicate effectively with colleagues and other professional groups and clients to foster good team working relationships.
- Effectively work in a team with other health workers in the facility.
- Be able to work with and direct Laboratory Attendants and other Laboratory Assistants in a fair and impartial manner.
- Attend and contribute at general staff meetings regarding developments and changes occurring within the GHS.

### **Person and People Development**

- Assist in the training and supervision of Trainee Technicians, Medical laboratory Assistants (MLA), Laboratory Attendant, intern Biomedical Scientists and students in the department.
- Attend in-house training sessions relating to health and safety and professional development
- Participate in external quality assurance programmes and any internal audits of laboratory performance as requested by senior staff.
- Attend relevant external training sessions and meetings, and keep up to date on job related issues as appropriate.
- Undertake and participate in staff appraisal and personal development within the Laboratory Unit.
- Monitor own performance against agreed objectives

### **Health & Safety Responsibilities**

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Ensure that staffs under their supervision follow SOPS and guidelines at all times for the safe handling, processing, packaging, storage, preservation and transportation of pathological specimens.
- Ensure that staffs adhere to safe working practices at all times within Containment facilities.
- Take appropriate action as line manager and report any laboratory accident or spillage of hazardous substances in accordance with standard protocols.

### **Quality Assurance**

- Ensure that staff under their supervision comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laboratory service.
- Ensure that staffs under their supervision comply with all controls on disinfections and keep relevant records as appropriate.
- Contribute to data collection for quality control audits on the operations of the laboratory unit.
- Take part in quality monitoring schemes such as:
  - Measuring temperature of refrigerators, freezers and incubators.

- o Using and recording performance of controls in tests and assays.
- o Recording batch numbers of kits.
- o Completing information on worksheets so that audit trails for specimen examination and test performance can be achieved.

**Further Information**

- The post holder must at all times:
  - o Work in accordance with 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**

**Chief Medical Laboratory Technician**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	Higher technical qualification (Advanced Diploma) or equivalent and at least Five (5) years’ working experience at the level of Assistant Chief Medical Laboratory Technician ( <i>or equivalent working experience</i> ), plus a post-qualification certificate in management; evidence of Continuing professional education.  Experience of managing microbiological and other hazards. Management and supervisory experience	Experience in development and implementation of new diagnostic tools.  Research experience
<b>Knowledge</b>	General knowledge and practical analytical skills in Microbiology, Haematology/Blood Transfusion, Chemical Pathology, & Histopathology/Cytology Ability to manage complex laboratory techniques and hand complex equipment. Knowledge of Health and Safety and Quality Assurance Issues.	
<b>Skills &amp; Abilities</b>	Excellent manual dexterity, accurate practical and analytical skills. Ability to work with others and to lead a team. Leadership and people management skills. Ability to adapt to a changing environment. Demonstrate accuracy and attention to detail Very good verbal and written skills. Ability to train others on standard operational procedures. Competence in word processing and use of spreadsheets.	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation. Good interpersonal skills. Ability to work under pressure and meet tight deadlines.	Excellent eyesight

### **3.3 LABORATORY ASSISTANTS**

#### **3.3.1 Laboratory Assistant**

**Job Title** : Laboratory Assistant

**Grade** : Laboratory Assistant

**Responsible To** : Head of Unit

**Accountable To** : Head of Facility/Department

#### **Job Purpose**

To assist in processing specimens received in the Laboratory department for investigations.

#### **Main Duties and Responsibilities**

- Participate, under supervision, in the routine duties of the Laboratory
- Take blood from in-patients and out-patients
- Carry out all procedures as laid down in GHS Standardised Operating Procedures
- Ensure adequate stocks of all media and where necessary follow written protocols for the preparation of culture media, diluents, reagents and stains and the appropriate dispensing of the same.
- Carry out preliminary processing and culture of clinical specimens following set protocols and in accordance with laboratory safety guidelines.
- Manage laboratory waste including loading and unloading of autoclaves with laboratory cultures and changing and storage of waste for incineration in accordance with GHS policies.
- Monitor the performance of laboratory equipment and carry out routine maintenance procedures and to report any malfunctions.
- Participate in stock control by maintaining stock rotation and batch number notation and informing Unit Head of likely shortages.
- Carry out general house keeping duties, including maintenance of clean and tidy work areas, proper use of disinfectants for bench surfaces, disposal and replacement of workstation disinfectant pots.
- Clean slides, test tubes and other apparatus.
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Attend in-house training session relating to laboratory services to update knowledge and skills
- Assist in the training of new entrants
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Work within the prescribed quality standards for the laboratory service
- Carry out quality control procedures for laboratory testing.
- 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

### Laboratory Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Medical Laboratory Assistant Certificate or equivalent plus one year on-the-job training at a recognized institution.	Previous experience in laboratory practice
<b>Knowledge</b>	Knowledge of laboratory techniques, equipment and terminology Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
<b>Skills &amp; Abilities</b>	Good verbal and written skills. Good interpersonal relationship Ability to work with others as a team member Accurate and methodical Able to follow standard operational procedures	Ability to work under pressure Physically fit with excellent eyesight. Integrity, flexibility, enthusiasm, motivation, commitment, courteous Dextrous

### **3.3.2 Senior Laboratory Assistant**

**Job Title** : Laboratory Assistant  
**Grade** : Senior Laboratory Assistant  
**Responsible To** : Head of Unit  
**Accountable To** : Head of Facility/Department

#### **Job Purpose**

To assist in processing specimens received in the Laboratory department for investigations.

#### **Main Duties and Responsibilities**

- Supervise Laboratory Attendants and utility staff in the preparation of specimen containers, bottles and test tubes washing.
- Participate, under supervision, in the routine duties of the Laboratory
- Take blood from in-patients and out-patients
- Carry out all procedures as laid down in GHS Standardised Operating Procedures
- Ensure adequate stocks of all media and where necessary follow written protocols for the preparation of culture media, diluents, reagents and stains and the appropriate dispensing of the same.
- Carry out preliminary processing and culture of clinical specimens following set protocols and in accordance with laboratory safety guidelines.
- Manage laboratory waste including loading and unloading of autoclaves with laboratory cultures and changing and storage of waste for incineration in accordance with GHS policies.
- Monitor the performance of laboratory equipment and carry out routine maintenance procedures and to report any malfunctions.
- Participate in stock control by maintaining stock rotation and batch number notation and informing Unit Head of likely shortages.
- Carry out general house keeping duties, including maintenance of clean and tidy work areas, proper use of disinfectants for bench surfaces, disposal and replacement of workstation disinfectant pots.
- Clean slides, test tubes and other apparatus.
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues.
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Attend in-house training session relating to laboratory services to update knowledge and skills
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, 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 the laboratory service
- Carry out quality control procedures for laboratory testing.
- 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 Laboratory Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Medical Laboratory Assistant Certificate or equivalent and at least Three (3) years' working experience at the level of Medical Laboratory Assistant ( <i>or equivalent working experience</i> ), plus evidence of Continuing professional education.	
<b>Knowledge</b>	Knowledge of laboratory techniques, equipment and terminology Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
<b>Skills &amp; Abilities</b>	Good verbal and written skills. Good interpersonal relationship Ability to work with others as a team member Accurate and methodical Able to follow standard operational procedures	Ability to work under pressure Physically fit with excellent eyesight. Integrity, flexibility, enthusiasm, motivation, commitment, courteous Dextrous

### **3.3.3 Principal Laboratory Assistant**

<b>Job Title</b>	: Laboratory Assistant
<b>Grade</b>	: Principal Laboratory Assistant
<b>Responsible To</b>	: Head of Unit
<b>Accountable To</b>	: Head of Facility/Department

#### **Job Purpose**

To assist in processing specimens received in the Laboratory department for investigations.

#### **Main Duties and Responsibilities**

- Supervise the Laboratory Assistant, Laboratory Attendants and utility staff in the preparation of specimen containers, bottles and test tubes washing.
- Participate, under supervision, in the routine duties of the Laboratory
- Take blood from in-patients and out-patients
- Carry out all procedures as laid down in GHS Standardised Operating Procedures
- Ensure adequate stocks of all media and where necessary follow written protocols for the preparation of culture media, diluents, reagents and stains and the appropriate dispensing of the same.
- Carry out preliminary processing and culture of clinical specimens following set protocols and in accordance with laboratory safety guidelines.
- Manage laboratory waste including loading and unloading of autoclaves with laboratory cultures and changing and storage of waste for incineration in accordance with GHS policies.
- Monitor the performance of laboratory equipment and carry out routine maintenance procedures and to report any malfunctions.
- Participate in stock control by maintaining stock rotation and batch number notation and informing Unit Head of likely shortages.
- Carry out general house keeping duties, including maintenance of clean and tidy work areas, proper use of disinfectants for bench surfaces, disposal and replacement of workstation disinfectant pots.
- Clean slides, test tubes and other apparatus.
- Perform any other duty that may be assigned.

#### **Communication and working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Attend in-house training session relating to laboratory services to update knowledge and skills
- Assist in the training of new entrants
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Work within the prescribed quality standards for the laboratory service
- Carry out quality control procedures for laboratory testing.
- 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 Laboratory Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Medical Laboratory Assistant Certificate or equivalent and at least Five (5) years' working experience at the level of Senior Medical Laboratory Assistant ( <i>or equivalent working experience</i> ), plus evidence of Continuing professional education.	
<b>Knowledge</b>	Knowledge of laboratory techniques, equipment and terminology Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
<b>Skills &amp; Abilities</b>	Good verbal and written skills. Good interpersonal relationship Ability to work with others as a team member Accurate and methodical Able to follow standard operational procedures	Ability to work under pressure Physically fit with excellent eyesight. Integrity, flexibility, enthusiasm, motivation, commitment, courteous Dextrous

### **3.4 LABORATORY ATTENDANTS**

#### **3.4.1 Laboratory Attendant**

**Job Title** : Laboratory Attendant

**Grade** : Laboratory Attendant

**Responsible to** : Head of Unit

**Accountable to** : Head of Department

#### **Job Purpose**

To assist in the maintenance of a clean, safe and efficient laboratory service

#### **Main Duties and Responsibilities**

- Undertake general laboratory house keeping as specified in the SOPs.
- Under the supervision of a Senior Officer, manage laboratory waste including loading and unloading of autoclaves with laboratory cultures and changing and storage of waste for incineration in accordance with GHS policies.
- Carry out general house keeping duties, including maintenance of clean and tidy work areas, proper use of disinfectants for bench surfaces, disposal and replacement of workstation disinfectant pots.
- Sort out laundered white coats into department bundles. Further sort out Microbiology white coats to individual storage places.
- Clean slides, test tubes and other apparatus.
- Under the supervision of a Senior Officer undertake the reception of samples within the department and their collection from Laboratory Reception.
- Deal with telephone enquiries from colleagues, patients, medical staff and others, and give out authorized results according to protocols that protect patient confidentiality.
- Assist in the safe disposal of samples and materials according to departmental policies.
- Move, handle and connect gas cylinders.
- Assist in the disposal of bio hazardous samples from all departments, autoclaving, sluicing and bagging up for collection.
- Perform any other duty that may be assigned by the Supervisor

#### **Communication and working Relationships**

- Maintain effective communication with colleagues.
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Undertake any training required in order to maintain and update knowledge and skills
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Work within the prescribed quality standards for the laboratory service
- 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.
  - 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 Laboratory Attendant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	MSLC/BECE plus a minimum of two weeks on-the-job training at a recognized institution.	
<b>Skills &amp; Abilities</b>	Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work with others as a team member Ability to work under pressure Able to follow standard operational procedures Able to understand the importance of confidentiality	Physically fit with excellent eyesight. Integrity, flexibility, enthusiasm, motivation, commitment, courteous Dextrous

### **4.3.2 Senior Laboratory Attendant**

<b>Job Title</b>	:	Laboratory Attendant
<b>Grade</b>	:	Senior Laboratory Attendant
<b>Responsible to</b>	:	Head of Unit
<b>Accountable to</b>	:	Head of Department

#### **Job Purpose**

To assist in the maintenance of a clean, safe and efficient laboratory service

#### **Main Duties and Responsibilities**

- Undertake general laboratory house keeping as specified in the SOPs.
- Under the supervision of a Senior Officer, manage laboratory waste including loading and unloading of autoclaves with laboratory cultures and changing and storage of waste for incineration in accordance with GHS policies.
- Carry out general house keeping duties, including maintenance of clean and tidy work areas, proper use of disinfectants for bench surfaces, disposal and replacement of workstation disinfectant pots.
- Sort out laundered white coats into department bundles. Further sort out Microbiology white coats to individual storage places.
- Clean slides, test tubes and other apparatus.
- Under the supervision of a Senior Officer undertake the reception of samples within the department and their collection from Laboratory Reception.
- Deal with telephone enquiries from colleagues, patients, medical staff and others, and give out authorized results according to protocols that protect patient confidentiality.
- Assist in the safe disposal of samples and materials according to departmental policies.
- Move, handle and connect gas cylinders.
- Assist in the disposal of bio hazardous samples from all departments, autoclaving, sluicing and bagging up for collection.
- Perform any other duty that may be assigned by the Supervisor

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues.
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Undertake any training required in order to maintain and update knowledge and skills
- Monitor own performance against agreed objectives
- 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.

- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Work within the prescribed quality standards for the laboratory service
- 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 Laboratory Attendant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	MSLC/BECE plus a minimum of THREE (3) years working experience at the grade of Laboratory Attendant or equivalent experience.	
<b>Skills &amp; Abilities</b>	Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work with others as a team member Ability to work under pressure Able to follow standard operational procedures Able to understand the importance of confidentiality	Physically fit with excellent eyesight. Integrity, flexibility, enthusiasm, motivation, commitment, courteous Dextrous

### **4.3.3 Principal Laboratory Attendant**

<b>Job Title</b>	:	Laboratory Attendant
<b>Grade</b>	:	Principal Laboratory Attendant
<b>Responsible to</b>	:	Head of Unit
<b>Accountable to</b>	:	Head of Department

#### **Job Purpose**

To assist in the maintenance of a clean, safe and efficient laboratory service

#### **Main Duties and Responsibilities**

- Undertake general laboratory house keeping as specified in the SOPs.
- Under the supervision of a Senior Officer manage laboratory waste including loading and unloading of autoclaves with laboratory cultures and changing and storage of waste for incineration in accordance with GHS policies.
- Carry out general house keeping duties, including maintenance of clean and tidy work areas, proper use of disinfectants for bench surfaces, disposal and replacement of workstation disinfectant pots.
- Sort out laundered white coats into department bundles. Further sort out Microbiology white coats to individual storage places.
- Clean slides, test tubes and other apparatus.
- Under the supervision of a Senior Officer undertake the reception of samples within the department and their collection from Laboratory Reception.
- Deal with telephone enquiries from colleagues, patients, medical staff and others, and give out authorized results according to protocols that protect patient confidentiality.
- Ensure the safe disposal of samples and materials according to departmental policies.
- Move, handle and connect gas cylinders.
- Responsible for the disposal of bio hazardous samples from all departments, autoclaving, sluicing and bagging up for collection.
- Perform any other duty that may be assigned by the Supervisor

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues.
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Undertake any training required in order to maintain and update knowledge and skills
- Monitor own performance against agreed objectives
- 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.

- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Work within the prescribed quality standards for the laboratory service
- 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 Laboratory Attendant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	MSLC/BECE plus a minimum of FIVE (5) years working experience at the grade of Senior Laboratory Attendant or equivalent experience.	
<b>Skills &amp; Abilities</b>	Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work with others as a team member Ability to work under pressure Able to follow standard operational procedures Able to understand the importance of confidentiality	Physically fit with excellent eyesight. Integrity, flexibility, enthusiasm, motivation, commitment, courteous Dextrous

## **3.5 PROSECTORS**

### **3.5.1 Prosector**

<b>Job Title</b>	:	Prosector
<b>Grade</b>	:	Prosector
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To assist the Unit in charge in the provision of an efficient and high quality autopsy Service in the facility

#### **General**

- Assist in the arrangement of autopsies through liaison with the Unit In Charge and the Consultant Histopathologists.
- Help maintain proper orderliness of the mortuary. Undertake of instruments after autopsy. Undertake cleaning and disinfections of the autopsy room, body stores and general areas.
- Collect soiled linen and clothing for cleaning.
- Help maintain proper mortuary records (eg. mortuary registers, workload, and fridge temperatures).

#### **Main Duties and Responsibilities**

- Prepare dead bodies for routine autopsies after discussion with the Consultant Histopathologist and following scrutiny of the appropriate forms/documents.
- Assist the Consultant Histopathologists with the collection of samples of tissue for histological examination following autopsy.
- Assist the Consultant Histopathologists with the removal of organs for transplant and other specialised purposes.
- Assist the Consultant Histopathologists in taking, recording, packaging and transporting specimens for further tests (eg. toxicology) or storage in the department and their eventual recorded disposal if appropriate.
- Carry out photography of specimens and cadavers as directed by the Consultant Histopathologist or Coroner and organise X-rays to be taken as required.
- Arrange for the correct fixation and storage of autopsy specimens for future investigations.
- Be responsible for the appropriate cleansing, reconstruction and care of cadavers after autopsy.
- Organize the recording of all drugs removed from the deceased in liaison with the Coroner's Office and their recorded disposal if/when authorised.
- Arrange the transfer and collection of corpses or fetuses to/from any Hospital together with appropriate paperwork and record keeping.
- In liaison with the Unit In Charge and the Hospital Chaplain, arrange for appropriate disposal of corpses or fetuses as requested by next of kin.



- Be responsible for the reception of bodies into the mortuary, check identity, clean and store appropriately and hand over to authorised persons including the recording, safekeeping and return of valuables removed from the deceased.
- In the absence of the Coroner's Officer, carry out responsibility on his behalf for identifications and liaison with the families of the deceased.
- Liaise with the Coroner's Officers to ensure that a copy of the 'next of kin' statement is available in all cases.
- Liaise with hospital staff, police, undertakers and relations of the deceased where necessary. These duties will include reception of relatives who wish to view the body of the deceased and also medical staff to ensure compliance with cremation procedures.
- Assist in autopsies at the request of Pathologists.
  - Dissect corpses for pathological examination
  - Stuff the bodies
  - Sew up the bodies
- Assist at autopsy when the Consultant Histopathologist is teaching and examining.
- Perform any other official duty that may be assigned

### **Communication and Working Relationships**

- Maintain effective communication with colleagues.
- Attend and contribute at general staff meetings

### **Personal and People Development**

- Attend in-house training session relating to autopsy services to update knowledge and skills
- Monitor own performance against agreed objectives
- Assist in the training of Porters (Mortuary men) who are required to undertake mortuary duties (ie. receiving/delivering and recording bodies into the mortuary).
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### **Quality Assurance**

- Work within the prescribed quality standards as set by the Unit-In-Charge/ Head of Department
- 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.

- 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**  
**Prosector**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	Medical Laboratory Assistant Certificate plus Special Training in Prosectorship. Or Certificate in Anatomical Pathology Technology or equivalent and at least one year working experience in a mortuary/Laboratory.	Diploma in Anatomical Pathology Technology awarded by the Royal Institute of Public Health and Hygiene (UK).  Previous experience in Coroner's autopsy work.
<b><i>Knowledge</i></b>	Knowledge of Health and Safety and Able to understand the importance of confidentiality	Knowledge of mortuary law in relation to reportable deaths (Coroners).
<b><i>Skills &amp; Abilities</i></b>	Good verbal and written communication skills. Manual Handling procedures as applicable to the mortuary. Able to follow standard operational procedures	Keyboard/computer skills and knowledge Willing to undertake training and self-development
<b><i>Personal Qualities</i></b>	Flexible attitude to routine/non-routine work. Good interpersonal skills. Ability to work within a Team.	Respond well to change and innovation. Display enthusiasm and energy. Ability to identify personal development needs.

### 3.5.2 Senior Prosector

<b>Job Title</b>	:	Prosector
<b>Grade</b>	:	Senior Prosector
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### Job Purpose

To assist the Unit in charge in the provision of an efficient and high quality autopsy Service in the facility

#### General

- Assist in the arrangement of autopsies through liaison with the Unit In Charge and the Consultant Histopathologists.
- Help maintain proper orderliness of the mortuary. Cleaning and disinfection of instruments after autopsy. Cleaning and disinfection of the autopsy room, body stores and general areas.
- Collect soiled linen and clothing for cleaning.
- Help maintain proper mortuary records (eg. mortuary registers, workload, and fridge temperatures).

#### Main Duties and Responsibilities

- Prepare dead bodies for routine autopsies after discussion with the Consultant Histopathologist and following scrutiny of the appropriate forms/documents.
- Assist the Consultant Histopathologists with the collection of samples of tissue for histological examination following autopsy.
- Assist the Consultant Histopathologists with the removal of organs for transplant and other specialised purposes.
- Assist the Consultant Histopathologists in taking, recording, packaging and transporting specimens for further tests (eg. toxicology) or storage in the department and their eventual recorded disposal if appropriate.
- Carry out photography of specimens and cadavers as directed by the Consultant Histopathologist or Coroner and organise X-rays to be taken as required.
- Arrange for the correct fixation and storage of autopsy specimens for future investigations.
- Be responsible for the appropriate cleansing, reconstruction and care of cadavers after autopsy.
- Organize the recording of all drugs removed from the deceased in liaison with the Coroner's Office and their recorded disposal if/when authorised.
- Arrange the transfer and collection of corpses or fetuses to/from any Hospital together with appropriate paperwork and record keeping.
- In liaison with the Unit In Charge and the Hospital Chaplain, arrange for appropriate disposal of corpses or fetuses as requested by next of kin.
- Be responsible for the reception of bodies into the mortuary, check identity, clean and store appropriately and hand over to authorised persons including the recording, safekeeping and return of valuables removed from the deceased.

- In the absence of the Coroner's Officer, carry out responsibility on his behalf for identifications and liaison with the families of the deceased.
- Liaise with the Coroner's Officers to ensure that a copy of the 'next of kin' statement is available in all cases.
- Liaise with hospital staff, police, undertakers and relations of the deceased where necessary. These duties will include reception of relatives who wish to view the body of the deceased and also medical staff to ensure compliance with cremation procedures.
- Assist in autopsies at the request of Pathologists.
  - Dissect corpses for pathological examination
  - Stuff the bodies
  - Sew up the bodies
- Assist at autopsy when the Consultant Histopathologist is teaching and examining.
- Perform any other official duty that may be assigned

### **Communication and Working Relationships**

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Attend and contribute at general staff meetings

### **Personal and People Development**

- Attend in-house training session relating to autopsy services to update knowledge and skills
- Monitor own performance against agreed objectives
- Assist in the training of Porters (Mortuary men) who are required to undertake mortuary duties (ie. receiving/delivering and recording bodies into the mortuary).
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### **Quality Assurance**

- Work within the prescribed quality standards as set by the Unit-In-Charge/ Head of Department
- 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 Prosector**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	Medical Laboratory Assistant Certificate plus Special Training in Prosectorship. Or Certificate in Anatomical Pathology Technology or equivalent and at least 3 years working experience as a Prosector ( <i>or equivalent working experience</i> ), plus evidence of Continuing professional education	Diploma in Anatomical Pathology Technology awarded by the Royal Institute of Public Health and Hygiene (UK).
<b><i>Knowledge</i></b>	Knowledge of Health and Safety and Able to understand the importance of confidentiality	Knowledge of mortuary law in relation to reportable deaths (Coroners).
<b><i>Skills &amp; Abilities</i></b>	Good verbal and written communication skills. Manual Handling procedures as applicable to the mortuary. Able to follow standard operational procedures	Keyboard/computer skills and knowledge Willing to undertake training and self-development
<b><i>Personal Qualities</i></b>	Flexible attitude to routine/non-routine work. Good interpersonal skills. Ability to work within a Team.	Respond well to change and innovation. Display enthusiasm and energy. Ability to identify personal development needs.

### 3.5.3 Principal Prosector

<b>Job Title</b>	:	Prosector
<b>Grade</b>	:	Principal Prosector
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To assist the Unit in charge in the provision of an efficient and high quality autopsy Service in the facility

#### **General**

- Be jointly responsible with the Medical Laboratory Technician, on a daily basis, in the absence of the Unit In Charge, for all of the key management responsibilities involved in the provision of the mortuary service
- Supervise and allocate task to junior Prosectors and the Mortuary Attendants
- Assist in the arrangement of autopsies through liaison with the Unit In Charge and the Consultant Histopathologists.
- Help maintain proper orderliness of the mortuary. Cleaning and disinfection of instruments after autopsy. Cleaning and disinfection of the autopsy room, body stores and general areas.
- Collect soiled linen and clothing for cleaning.
- Help maintain proper mortuary records (eg. mortuary registers, workload, and fridge temperatures).

#### **Main Duties and Responsibilities**

- Prepare cadavers (dead bodies) for routine autopsies after discussion with the Consultant Histopathologist and following scrutiny of the appropriate forms/documents.
- Assist the Consultant Histopathologists with the collection of samples of tissue for histological examination following autopsy.
- Assist the Consultant Histopathologists with the removal of organs for transplant and other specialised purposes.
- Assist the Consultant Histopathologists in the taking, recording, packaging and transporting of specimens for further tests (eg. toxicology) or storage in the department and their eventual recorded disposal if appropriate.
- Carry out photography of specimens and cadavers as directed by the Consultant Histopathologist or Coroner and organise X-rays to be taken as required.
- Arrange for the correct fixation and storage of autopsy specimens for future investigations.
- Be responsible for the appropriate cleansing, reconstruction and care of cadavers after autopsy.
- Organize the recording of all drugs removed from the deceased in liaison with the Coroner's Office and their recorded disposal if/when authorised.
- Arrange the transfer and collection of corpses or fetuses to/from any Hospital together with appropriate paperwork and record keeping.
- In liaison with the Unit In Charge and the Hospital Chaplain, arrange for appropriate disposal of corpses or fetuses as requested by next of kin.

- Be responsible for the reception of bodies into the mortuary, check identity, clean and store appropriately and hand over to authorised persons including the recording, safekeeping and return of valuables removed from the deceased.
- In the absence of the Coroner's Officer carry out responsibility on his behalf for identifications and liaison with the families of the deceased.
- Liaise with the Coroner's Officers to ensure that a copy of the 'next of kin' statement is available in all cases.
- Liaise with hospital staff, police, undertakers and relations of the deceased where necessary. These duties will include reception of relatives who wish to view the body of the deceased and also medical staff to ensure compliance with cremation procedures.
- Assist in autopsies at the request of Pathologists.
  - Dissect corpses for pathological examination
  - Stuff the bodies
  - Sew up the bodies
- Assist at autopsy when the Consultant Histopathologist is teaching and examining.
- Promote the implementation of new techniques in liaison with the Unit In Charge, Consultant Histopathologists and Head of Department.
- Perform any other official duty that may be assigned

### **Communication and working Relationships**

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Attend and contribute at general staff meetings

### **Personal and People Development**

- Attend in-house training session relating to autopsy services to update knowledge and skills
- Monitor own performance against agreed objectives
- Assist in the training of Porters (Mortuary men) who are required to undertake mortuary duties (ie. receiving/delivering and recording bodies into the mortuary).
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### **Quality Assurance**

- Work within the prescribed quality standards as set by the Unit-In-Charge/ Head of Department
- 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 Prosector**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	Medical Laboratory Assistant Certificate plus Special Training in Prosectorship. Or Certificate in Anatomical Pathology Technology or equivalent and at least 5 years working experience as a Senior Prosector ( <i>or equivalent working experience</i> ), plus evidence of Continuing professional education	Diploma in Anatomical Pathology Technology awarded by the Royal Institute of Public Health and Hygiene (UK).
<b><i>Knowledge</i></b>	Knowledge of Health and Safety and Able to understand the importance of confidentiality	Knowledge of mortuary law in relation to reportable deaths (Coroners).
<b><i>Skills &amp; Abilities</i></b>	Good verbal and written communication skills. Manual Handling procedures as applicable to the mortuary. Able to follow standard operational procedures	Keyboard/computer skills and knowledge Willing to undertake training and self-development
<b><i>Personal Qualities</i></b>	Flexible attitude to routine/non-routine work. Good interpersonal skills. Ability to work within a Team.	Respond well to change and innovation. Display enthusiasm and energy. Ability to identify personal development needs.



### **3.6 MORTUARY ATTENDANTS**

#### **3.6.1 Mortuary Attendant**

**Job Title** : Mortuary Attendant

**Grade** : Mortuary Attendant

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose**

To assist in the provision of an efficient and high quality autopsy service in the facility

#### **Main Duties and Responsibilities**

- Contribute to the care, maintenance and security of the mortuary premises and equipment.
- Maintain an efficient, organised and tidy mortuary room so that bodies can be retrieved easily
- Maintain a clean, safe and tidy work environment in line with GHS/MOH and departmental policies
- Collect corpses from wards
- Receive dead bodies into the mortuary and prepare identification tags for bodies
- Prepare bodies, store and retrieve bodies from fridge
- Prepare bodies for autopsy when required
- Monitor temperature in fridges and report on any defect in fridges
- Assist families to identify corpses
- Disinfect mortuary
- Move/transport items within and from/to the laboratories as requested.
- Perform any other official duty that may be assigned

#### **Communication and Working Relationship**

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

#### **Person and People Development**

- Attend in-house training sessions relating to mortuary services to upgrade skills.
- 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 that of other colleagues, clients/patients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements

- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the mortuary services.

### Further Information

- The post holder must at all times:
  - Work in accordance with 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 Mortuary Attendant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BECE or MSLC/ SSSCE Certificate with a minimum of Aggregate 30)	Previous mortuary service experience
<b>Knowledge</b>	General Knowledge in mortuary services	
<b>Skills &amp; Abilities</b>	Ability to follow simple spoken and written instruction Ability to deal positively with emotional and stressful situations within the work place.	
<b>Personal Attributes</b>	Physically fit and able to lift heavy loads. Integrity, commitment and courteous	

### **3.6.2 Senior Mortuary Attendant**

<b>Job Title</b>	:	Mortuary Attendant
<b>Grade</b>	:	Senior Mortuary Attendant
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To assist in the provision of an efficient and high quality autopsy Service in the facility

#### **Main Duties and Responsibilities**

- Contribute to the care, maintenance and security of the Mortuary premises and equipment.
- Maintain an efficient, organised and tidy mortuary room so that bodies can be retrieved easily
- Maintain a clean, safe and tidy work environment in line with GHS/MOH and departmental policies
- Collect corpses from wards
- Receive dead bodies into the mortuary and prepare identification tags for bodies
- Prepare bodies, store and retrieve bodies from fridge
- Prepare bodies for autopsy when required
- Monitor temperature in fridges and report on any defect in fridges
- Assist families to identify corpses
- Disinfect mortuary
- Move/transport items within and from/to the laboratories as requested.
- Perform any other official duty that may be assigned

#### **Communication and Working Relationship**

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

#### **Person and People Development**

- Attend in-house training sessions relating to mortuary services to upgrade skills.
- 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 that of other colleagues, clients/patients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the mortuary services.

### Further Information

- The post holder must at all times:
  - Work in accordance with 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 Mortuary Attendant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BECE or MSLC/ SSSCE Certificate with a minimum of Aggregate 30) and at least Three (3) years working experience at the level of Mortuary Attendant plus evidence of continuing training on the job.	
<b>Knowledge</b>	General Knowledge in mortuary services	
<b>Skills &amp; Abilities</b>	Ability to follow simple spoken and written instruction Ability to deal positively with emotional and stressful situations within the work place.	
<b>Personal Attributes</b>	Physically fit and able to lift heavy loads. Integrity, commitment and courteous	

### **3.6.3 Head Mortuary Attendant**

<b>Job Title</b>	:	Mortuary Attendant
<b>Grade</b>	:	Head Mortuary Attendant
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To assist in the provision of an efficient and high quality autopsy Service in the facility

#### **Main Duties and Responsibilities**

- Supervise and direct the activities of the junior Mortuary Attendants
- Contribute to the care, maintenance and security of the Mortuary premises and equipment.
- Ensure an efficient, organised and tidy mortuary room so that bodies can be retrieved easily
- Ensure a clean, safe and tidy work environment in line with GHS/MOH and departmental policies
- Be responsible for the collection of corpses from wards as well as the reception of dead bodies into the mortuary, checking the identity and handing over to authorized persons, including the recording, safekeeping and return of valuables from the deceased.
- Oversee the preparation, storage and retrieval of bodies from the fridge
- Supervise the preparation of bodies for autopsy when required
- Monitor temperature in fridges and report on any defect in fridges
- Prepare records for discharge of bodies and release bodies when authorized
- Assist families to identify corpses
- Disinfect mortuary
- Move/transport items within and from/to the laboratories as requested.
  
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

#### **Person and People Development**

- Attend in-house training sessions relating to mortuary services to upgrade skills.
- 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 that of other colleagues, clients/patients and visitors as appropriate.

- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

### Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the mortuary services.

### Further Information

- The post holder must at all times:
  - Work in accordance with 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

#### Head Mortuary Attendant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BECE or MSLC/ SSSCE Certificate with a minimum of Aggregate 30) and at least FIVE (5) years working experience at the level of Senior Mortuary Attendant plus evidence of continuing training on the job.	
<b>Knowledge</b>	Broad knowledge in mortuary services	
<b>Skills &amp; Abilities</b>	Ability to follow simple spoken and written instruction Ability to deal positively with emotional and stressful situations within the work place.	
<b>Personal Attributes</b>	Physically fit and able to lift heavy loads. Integrity, commitment and courteous	

## **4.0 ENTOMOLOGISTS**

### **4.1 Entomologist**

<b>Job Title</b>	:	Entomologist
<b>Grade</b>	:	Entomologist
<b>Responsible To</b>	:	Head of Unit/ Department
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To provide technical advice and services as well as administrative support to the Public Health Division (Disease Control Unit) in the control of vectors and vector borne diseases

#### **Main Duties and Responsibilities**

- Participate in the surveillance on vector borne diseases to prevent outbreaks and reduce incidence/prevalence of such diseases. This includes:
  - Assessing yellow fever vector indices on monthly basis (i.e container index, house index, breteau index, biting rate etc)
  - Assessing entomological inoculation rate of the malaria vector
  - Identifying and mapping up breeding sites of mosquitoes
  - Identifying sunfly vectors of leishmaniasis
  - Undertaking surveillance on guinea worm, African trypanosomiasis vectors, schistosomiasis snails, lymphatic filariasis vectors, onchocerciasis and mapping up breeding sites
- Collect data on vectors of malaria, yellow fever and others on monthly basis
- Participate in the analysis of data collected on vectors and vector-borne diseases
- Assist in dissecting mosquitoes to establish infectivity rate of lymphatic vector as well as sponozoites and parous rates
- Assist in dissecting blackflies and other flies to establish infectivity rate of onchocerciasis
- Assist in ensuring quality of insecticides for net treatment and quality of the treated net
- Participate in the monitoring and evaluation of insecticides resistance to mosquito vectors of malaria
- Assist in ensuring maintenance of laboratory equipment
- Allocate insecticide treated bednets to vulnerable groups
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 control of vectors and vector borne diseases
- Monitor own performance against agreed objectives and standards.

- Participate in the training for new entrants as well as for other health workers on vector/pest control, general entomology and net treatment
- 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 research on vectors in collaboration with research institution
- 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
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the In-Charge

### Quality Assurance

- Comply with the GHS quality assurance policy and 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 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 Entomologist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc. Entomology/ Biological Sciences or equivalent plus ONE (1) year post-qualification internship training.	MSc. (or Mphil) in Entomology/Biological Sciences/ MPH or equivalent
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter General knowledge in Entomological Principles	
<b>Skills &amp; Abilities</b>	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Computer skills
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation.	



## 4.2 Senior Entomologist

<b>Job Title</b>	:	Entomologist
<b>Grade</b>	:	Senior Entomologist
<b>Responsible To</b>	:	Head of Unit/ Department
<b>Accountable To</b>	:	Head of Facility

### Job Purpose

To provide technical advice and services as well as administrative support to the Public Health Division (Disease Control Unit) in the control of vectors and vector borne diseases

### Main Duties and Responsibilities

- Undertake surveillance on vector borne diseases to prevent outbreaks and reduce incidence/prevalence of such diseases. This includes:
  - o Assessing the yellow fever vector indices on monthly basis (i.e container index, house index, breteau index, biting rate etc)
  - o Assessing entomological inoculation rate of the malaria vector
  - o Identifying and mapping up breeding sites of mosquitoes
  - o Identifying sunfly vectors of leishmaniasis
  - o Undertaking surveillance on guinea worm, African trypanosomiasis vectors, schistosomiasis snails, lymphatic filariasis vectors, onchocerciasis and mapping up breeding sites
- Plan and supervise control of vectors and vector borne diseases
- Collect and analyze data on vectors of malaria, yellow fever and others on monthly basis
- Dissect mosquitoes to establish sporozoites rate, parous rate and infectivity rate of lymphatic vector
- Dissect blackflies and other flies to establish infectivity rate of onchocerciasis
- Ensure quality of insecticides for net treatment and quality of the treated net
- Advise on technical application of insecticide
- Allocate insecticide treated bednets to vulnerable groups
- Conduct regular monitoring and evaluation on insecticides resistance to mosquito vectors of malaria
- Supervise the determination of mosquito susceptibility to insecticides
- Ensure maintenance of laboratory equipment
- Ensure allocation of insecticide treated bednets to vulnerable groups
- Perform other official duty that may be assigned

### Communication and Working Relationships

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Develop working partnership networks with individuals, groups, communities and agencies in the districts.
- Participate in professional meetings and conferences as required.
- 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 control of vectors and vector borne diseases
- Monitor own performance against agreed objectives and standards.
- Participate in the training for new entrants as well as for other health workers on vector/pest control, general entomology and net treatment
- 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 unit including personnel matters and appropriate record keeping
- Participate in roster planning and monitoring in the unit
- Contribute to the preparation of budget for activities of the unit
- Contribute to the preparation of annual report on the activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

## **Research**

- Participate in research on vectors in collaboration with research institution

## **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

## **Quality Assurance**

- Comply with the GHS quality assurance policy and 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 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 Entomologist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	BSc. Entomology/ Biological Sciences or equivalent and at least 3 years working experience at the grade of Entomologist; Evidence of Continuous professional training.	MSc. (or Mphil) in Entomology/Biological Sciences/ MPH/ Higher technical qualification or equivalent
<b><i>Knowledge</i></b>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter General knowledge in Entomological Principles	
<b><i>Skills &amp; Abilities</i></b>	Communicate effectively both orally and written. Ability to work under pressure Excellent interpersonal skills to liaise with personnel at all levels Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation Computer skills	
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organization and self-motivation.	

### **4.3 Principal Entomologist**

<b>Job Title</b>	:	Entomologist
<b>Grade</b>	:	Principal Entomologist
<b>Responsible To</b>	:	Head of Unit/ Department
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To provide technical advice and services as well as administrative support to the Public Health Division (Disease Control Unit) in the control of vectors and vector borne diseases

#### **Main Duties and Responsibilities**

- Undertake surveillance on vector borne diseases to prevent outbreaks and reduce incidence/prevalence of such diseases
  - o Assess the yellow fever vector indices on monthly basis (i.e container index, house index, breteau index, biting rate etc)
  - o Assess entomological inoculation rate of the malaria vector
  - o Identify and map up breeding sites of mosquitoes
  - o Identify sunfly vectors of leishmaniasis
  - o Undertake surveillance on guinea worm, African trypanosomiasis vectors, schistosomiasis snails, lymphatic filariasis vectors, onchocerciasis and map up breeding sites
- Plan and supervise control of vectors of vector borne diseases
- Collect and analyze data on vectors of malaria, yellow fever and others on monthly basis
- Dissect mosquitoes to establish sporozoites rate, parous rate and infectivity rate of lymphatic vector
- Dissect blackflies and other flies to establish infectivity rate of onchocerciasis
- Ensure quality of insecticides for net treatment and quality of the treated net
- Ensure allocation of insecticide treated bednets to vulnerable groups
- Advise on technical application of insecticide
- Conduct regular monitoring and evaluation on insecticides resistance to mosquito vectors of malaria
- Supervise the determination of mosquito susceptibility to insecticides
- Ensure maintenance of laboratory equipment
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Develop working partnership networks with individuals, groups, communities and agencies in the districts.
- Participate in professional meetings and conferences as required.
- 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 control of vectors and vector borne diseases
- Monitor own performance against agreed objectives and standards.
- Conduct training for new entrants as well as for other health workers on vector/pest control, general entomology and net treatment
- 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 unit including personnel matters and appropriate record keeping
- Participate in roster planning and monitoring in the unit
- Contribute to the preparation of budget for activities of the unit
- Contribute to the preparation of annual report on the activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

## Research

- Undertake research on vectors in collaboration with research institution

## 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

## Quality Assurance

- Comply with the GHS quality assurance policy and 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 Professional Conduct and Disciplinary Procedure.
  - Strictly adhere to the provisions of the Patient's Charter.

## Person Specification

### Principal Entomologist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	BSc. Entomology/ Biological Sciences or equivalent and at least 5 years working experience at the grade of Entomologist; Evidence of Continuous professional training.	MSc. (or Mphil) in Entomology/Biological Sciences/ MPH/ Higher technical qualification or equivalent

<b>Knowledge</b>	<p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of GHS Patient Charter</p> <p>General knowledge in Entomological Principles</p>	
<b>Skills &amp; Abilities</b>	<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 relate to people from differing backgrounds</p> <p>Ability to initiate and maintain clear, concise documentation</p> <p>Computer skills</p>	
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work.</p> <p>Ability for team work, good organization and self-motivation.</p>	

#### **4.4 Deputy Chief Entomologist**

<b>Job Title</b>	:	Entomologist
<b>Grade</b>	:	Deputy Chief Principal Entomologist
<b>Responsible To</b>	:	Head of Unit/ Department
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To provide technical advice and services as well as administrative support to the Director Public Health/Head of Disease Control Unit in the control of vectors and vector borne diseases

#### **Main Duties and Responsibilities**

- Provide leadership in the surveillance on vector borne diseases to prevent outbreaks and reduce incidence or prevalence of such diseases. This includes ensuring periodic:
  - Assessment of the yellow fever vector indices on monthly basis (i.e container index, house index, biting rate etc)
  - Assessment of entomological inoculation rate of the malaria vectors
  - Identification and mapping up of breeding sites of mosquitoes
  - Identification of sunfly vectors of leishmaniasis
  - Surveillance on guinea worm, African trypanosomiasis vectors, schistosomiasis snails, lymphatic filariasis vectors, onchocerciasis and map up breeding sites
- Plan and Supervise control of vectors of vector borne diseases
- Ensure maintenance of laboratory equipment like dissecting microscope etc
- Supervise and monitor the allocation of insecticide treated bednets to vulnerable groups
- Provide technical support for national health programme relating to area of work.
- Lead in the collection and analysis of data on vectors of malaria, yellow fever and others on monthly basis
- Supervise the establishment of laboratory for vector studies
- Provide leadership in the identification of vector species
- Supervise the dissecting of mosquitoes to establish filarial rate as well as sporozoit and parous rates
- Supervise the dissecting of blackflies and other flies/vectors to establish infectivity rates
- Ensure quality of insecticides for net treatment and quality of the treated net
- Advise on technical application of insecticide
- Conduct regular monitoring and evaluation on insecticides resistance to mosquito vectors of malaria
- Supervise the determination of mosquito susceptibility to insecticides.
- Undertake regular supervisory visits to the regions

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Develop working partnership networks with individuals, groups, communities and agencies in the districts.
- Participate in professional meetings and conferences as required.
- 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 control of vectors and vector borne diseases
- Monitor own performance against agreed objectives and standards.
- Conduct training for new entrants as well as for other health workers on vector/pest control, general entomology and net treatment
- Keep up to date on job related issues as appropriate.
- Ensure continuing professional development of the Entomologists
- Conduct staff performance appraisal in the unit
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Management**

- Provide daily operational management role in the unit
- Ensure efficient management of supplies and logistics to the unit
- Ensure roster planning and monitoring and documentation of all leave for staff in the unit
- Ensure effective and efficient use of human and material resource in the unit
- Promote positive image of the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Supervise the preparation of monthly, quarterly, and annual reports on the activities of the unit
- Devise improved job methods for increasing efficiency.

## **Research**

- Conduct/participate in operational research as well as research on vectors in collaboration with research institution
- 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 and comply with existing health and safety policies and procedures of the GHS/MOH.
- Ensure the safety of the 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
- 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  
Deputy Chief Entomologist**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	<p>BSc in Entomology/ Biological Sciences or equivalent with at least FIVE (5) years' working experience at the level of Principal Entomologist or equivalent plus evidence of Continuing professional education (CPE) and management training.</p> <p>Or</p> <p>Masters (or equivalent) in a relevant specialty with a minimum of THREE (3) years postgraduate qualification working experience as a Senior Entomologist or equivalent plus evidence of CPE and management training.</p> <p>Or</p> <p>Masters (or equivalent) in a relevant specialty at the grade of Principal Entomologist or equivalent plus evidence of CPE and management training</p> <p>Management and supervisory experience Broad experience in vector borne diseases</p>	
<b>Knowledge</b>	<p>Knowledge and understanding of quality assurance issues</p> <p>Knowledge of GHS Patient Charter</p> <p>Broad knowledge in Entomological Principles</p>	
<b>Skills &amp; Abilities</b>	<p>Communicate effectively both orally and written.</p> <p>Computer skills</p> <p>Leadership Skills</p> <p>Planning and Management Skills</p> <p>Analytical Skills</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>	
<b>Personal Attributes</b>	<p>Demonstrate flexibility and a methodological approach to work.</p> <p>Ability for team work, good organization and self-motivation.</p>	

#### **4.5 Chief Entomologist**

<b>Job Title</b>	:	Entomologist
<b>Grade</b>	:	Chief Entomologist
<b>Responsible To</b>	:	Head of Unit/ Department
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To provide technical advice and services as well as administrative support to the Director Public Health/Head of Disease Control Unit in the control of vectors and vector borne diseases

#### **Main Duties and Responsibilities**

- Provide leadership in the surveillance on vector borne diseases to prevent outbreaks and reduce incidence or prevalence of such diseases. This includes ensuring periodic:
  - Assessment of the yellow fever vector indices on monthly basis (i.e container index, house index, biting rate etc)
  - Assessment of entomological inoculation rate of the malaria vectors
  - Identification and mapping of breeding sites of mosquitoes
  - Identification of sunfly vectors of leishmaniasis
  - Surveillance on guinea worm, African trypanosomiasis vectors, schistosomiasis snails, lymphatic filariasis vectors, onchocerciasis and map up breeding sites
- Plan and Supervise control of vectors of vector borne diseases
- Ensure maintenance of laboratory equipment like dissecting microscope etc
- Supervise and monitor the allocation of insecticide treated bednets to vulnerable groups
- Provide technical support for national health programme relating to area of work.
- Lead in the collection and analysis of data on vectors of malaria, yellow fever and others on monthly basis
- Supervise the establishment of laboratory for vector studies
- Provide leadership in the identification of vector species
- Supervise the dissecting of mosquitoes to establish filarial rate as well as sporozoit and parous rates
- Supervise the dissecting of blackflies and other flies/vectors to establish infectivity rates
- Ensure quality of insecticides for net treatment and quality of the treated net
- Advise on technical application of insecticide
- Conduct regular monitoring and evaluation on insecticides resistance to mosquito vectors of malaria
- Supervise the determination of mosquito susceptibility to insecticides.
- Undertake regular supervisory visits to the regions

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Develop working partnership networks with individuals, groups, communities and agencies in the districts.
- Participate in professional meetings and conferences as required.

- 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 control of vectors and vector borne diseases
- Monitor own performance against agreed objectives and standards.
- Conduct training for new entrants as well as for other health workers on vector/pest control, general entomology and net treatment
- Keep up to date on job related issues as appropriate.
- Ensure continuing professional development of the Entomologists
- Conduct staff performance appraisal in the unit
- Keep log of own performance and in-service training log for purposes of appraisal.

### **Management**

- Provide leadership and supervise the activities of the Entomologists
- Ensure effective operational management system in the unit
- Ensure efficient management of supplies and logistics to the Unit
- Ensure effective and efficient use of human and material resource in the unit
- Promote positive image of the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Oversee the preparation of monthly, quarterly, and annual reports on the activities of the unit
- Oversee work plan and budget preparations for the activities in the unit
- Devise improved job methods for increasing efficiency.

### **Research**

- Carries out research into vector-borne diseases.
- 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 and comply with existing health and safety policies and procedures of the GHS/MOH.
- Ensure the safety of the workplace.
- Assist in ensuring planned preventive maintenance of plant and equipment in the Unit.

### **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
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.
- Participate in the prompt identification and investigation of poor quality services, the contributing factors and the methods for addressing them.

## 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

### Chief Entomologist

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Masters (or equivalent) in a relevant specialty with a minimum of five (5) years working experience as a Deputy Chief Entomologist or equivalent plus evidence of CPE and management training.  Management and supervisory experience Broad experience in vector borne diseases	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of GHS Patient Charter Broad knowledge in Entomological Principles	
<b>Skills &amp; Abilities</b>	Communicate effectively both orally and written. Computer skills Leadership Skills Planning and Management Skills Analytical Skills 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	
<b>Personal Attributes</b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organization and self-motivation.	

## **5.0 X-RAY STAFF**

### **5.1 RADIOGRAPHERS**

#### **5.1.1 Radiographer**

<b>Job Title</b>	:	Radiographer
<b>Grade</b>	:	Radiographer
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To provide both diagnostic and therapeutics radiographic services

#### **Main Duties and Responsibilities**

- Undertake a range of radiological services as requested by Physicians.
- Assist in the evaluation of clinical history and examination request
- Prepare and process radiological materials for procedures and reporting
- Assist in the evaluation of radiograph/sonograms for technical qualities
- Initiate measures to ensure patient safety during procedures and treatment.
- Initiate life support procedures for patients if necessary
- Assist in the planning of in-vitro and in-vivo diagnostic and therapeutic procedures
- Perform radiological diagnostic procedures commensurate with the level of expertise
- Participate in theatre radiography procedures.
- Assist in the maintenance of proper records of radiation of all staff and advise accordingly.
- Perform any other official duty that may be assigned.

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Participate in developing and conducting continuing education programs for the Radiographers, Technical Officers and Assistants in the Unit/Department.
- Participate in the orientation of new Radiographers and Technical Staff of the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Management**

- Participate in the day-to-day management of radiology unit and work flexibly and diligently in any section of the radiology unit as required.
- Assist in ensuring regular availability of supplies and other logistics in the radiology unit/department.
- Participate in roster planning and monitoring in the unit
- Assist in maintaining up-to-date records in the unit
- Assist in ensuring effective and efficient use of human and material resources in the unit/department.
- Participate in the preparations of periodic reports, plans and budgets for the unit/department.

## **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
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Comply with and 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.
- Assist in ensuring planned preventive maintenance of plant and equipment in the department.

## **Quality Assurance**

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- 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

## **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  
Radiographer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b><i>Educational Qualification and Experience</i></b>	BSc/B-Tech. in Radiography or its equivalent plus one (1) year national service or internship in a recognized health facility	Postgraduate certificate /diploma in specialized radiographic modality
<b><i>Knowledge</i></b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Knowledge of Health and Safety	
<b><i>Skills &amp; Abilities</i></b>	Communicate effectively both orally and written. Ability to work under pressure Problem solving skills Excellent interpersonal skills to liaise with personnel at all levels Ability to relate to people from differing backgrounds Ability to initiate and maintain clear, concise documentation	Computer skills
<b><i>Personal Attributes</i></b>	Demonstrate flexibility and a methodological approach to work. Ability for team work, good organisation and self-motivation.	

### **5.1.2 Senior Radiographer**

<b>Job Title</b>	:	Radiographer
<b>Grade</b>	:	Senior Radiographer
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To provide both diagnostic and therapeutics radiographic services

#### **Main Duties and Responsibilities**

- Supervise the activities of junior Radiographers, Technical Officers and Technical Assistants
- Undertake a range of radiological services as requested by Physicians.
- Advise Physicians on interpretation of findings (Pattern recognition).
- Prepare and process radiological materials for procedures and reporting
- Evaluate radiograph/sonograms for technical qualities
- Initiate measures to ensure patient safety during procedures and treatment.
- Initiate life support procedures for patients if necessary
- Plan in-vitro and in-vivo diagnostic and therapeutic procedures
- Perform radiological diagnostic procedures commensurate with the level of expertise
- Participate in the theatre radiography procedures.
- Keep proper records of radiation of all staff and advise accordingly.
- Be responsible for appointments/bookings of patients.
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Participate in developing and conducting continuing education programs for the Radiographers, Technical Officers and Assistants in the Unit/Department.
- Participate in the orientation of new Radiographers and Technical Staff of the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.



## **Management**

- In the absence of the Head of Unit or a Supervisor, be responsible for the running of the radiology Unit and work flexibly and diligently in any section of the radiology Unit as required.
- Be responsible for control of inventory and purchase of supplies for assigned area
- Assist in ensuring regular availability of supplies and other logistics in the radiology unit/department.
- Undertake/participate in roster planning and monitoring in the unit
- Maintain up-to-date records of the activities in the unit.
- Assist in ensuring effective and efficient use of human and material resources in the unit/department.
- Participate in the preparations of periodic reports, plans and budgets for the unit/department.

## **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
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Comply with and 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.
- Assist in ensuring planned preventive maintenance of plant and equipment in the department.

## **Quality Assurance**

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- 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

## **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 Radiographer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	BSc/B-Tech. in Radiography or its equivalent plus three (3) years working experience at the level of Radiographer plus continuous professional development in radiographic services.	Postgraduate certificate /diploma in specialized radiographic modality
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety	
<b>Skills and Abilities</b>	Demonstrated human relations and effective communication skills Ability to work under pressure Problem solving skill Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

### **5.1.3 Principal Radiographer**

<b>Job Title</b>	:	Radiographer
<b>Grade</b>	:	Principal Radiographer
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To provide both diagnostic and therapeutics radiographic services

#### **Main Duties and Responsibilities**

- Supervise the activities of junior Radiographers, Technical Officers and Technical Assistants
- Undertake a range of radiological services as requested by Physicians.
- Evaluate clinical history and examination request
- Prepare and process radiological materials for procedures and reporting
- Evaluate radiograph/sonograms for technical qualities
- Initiate measures to ensure patient safety during procedures and treatment.
- Initiate life support procedures for patients if necessary
- Plan in-vitro and in-vivo diagnostic and therapeutic procedures
- Perform radiological diagnostic procedures commensurate with the level of expertise
- Participate in theatre radiography procedures.
- Keep proper records of radiation of all staff and advise accordingly.
- Be responsible for appointments/bookings of patients.
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Participate in developing and conducting continuing education programs for the Radiographers, Technical Officers and Assistants in the Unit/Department.
- Participate in the orientation of new Radiographers and Technical Staff of the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Management**

- In the absence of the Head of Unit or a Supervisor, be responsible for the running of the radiology Unit and work flexibly and diligently in any section of the radiology Unit as required.
- Be responsible for control of inventory and purchase of supplies for assigned area
- Assist in ensuring regular availability of supplies and other logistics in the radiology unit/department.
- Undertake/participate in roster planning and monitoring in the unit
- Maintain up-to-date records of the activities in the unit.
- Assist in ensuring effective and efficient use of human and material resources in the unit/department.
- Participate in the preparations of periodic reports, plans and budgets for the unit/department.

## **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
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Comply with and 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.
- Assist in ensuring planned preventive maintenance of plant and equipment in the department.

## **Quality Assurance**

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- 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  
Principal Radiographer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	BSc/B-Tech. in Radiography or its equivalent plus five (5) years working experience at the level of Senior Radiographer plus continuous professional development in radiographic services.	Postgraduate certificate /diploma in specialized radiographic modality
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety General knowledge in nursing	
<b>Skills</b>	Demonstrated human relations and effective communication skills Ability to work under pressure Problem solving skill Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

#### **5.1.4 Deputy Chief Radiographer**

<b>Job Title</b>	:	Radiographer
<b>Grade</b>	:	Deputy Chief Radiographer
<b>Responsible To</b>	:	Divisional Head
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To manage both diagnostic and therapeutics radiographic services

#### **Main Duties and Responsibilities**

- Play active role in the development of systems, policies and procedures for the operations of the radiographic services
- Ensure 24 hours radiographic service and participate in the emergency on call/weekend and public holiday rota to ensure continuity of the acute radiological service.
- Ensure proper and current clinical data on request forms e.g. age, diagnosis etc
- Ensure that standard radiographic practice is maintained in the facility
- Ensure that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Advise on appropriate and adequate staffing of Radiographers and other Technical Staff in the facility
- Be responsible for Theatre Radiography procedures.
- Advise Physicians on interpretation of findings (Patten recognition).
- Monitor and ensure the wearing and monitoring of badges.
- Perform specialized examination and operate specialized equipments.
- Provide technical advice on purchase of inputs/consumable and equipments
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- Attend and contribute at general staff and management meetings
- Effectively work in a team with Radiographers and other Technical Officers and Assistants in the facility.
- Be visible and approachable resource to patients and staff for radiographic services.

#### **Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Develop and conduct continuing education programs for the Radiographers, Technical Officers and Assistants in the Unit/Department.
- Plan and organize orientation of new Radiographers and Technical Staff of the Unit/department.

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

### **Management**

- Provide leadership and supervise the activities of Junior Radiographers, Technical Officers and Technical Assistants by assigning work, training and evaluating performance.
- Ensure regular availability of supplies and other logistics in the radiology unit/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 in the unit/department.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Lead in the preparation of periodic reports, plans and budgets for the unit/department.
- Coordinate the activities of the various units within the department

### **Research**

- Undertake and 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
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Comply with and 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**

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Ensure and 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:
  - 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**  
**Deputy Chief Radiographer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Educational Qualification and Experience</b>	<p>BSc/B-Tech. in Radiography or its equivalent plus five (5) years working experience at the level of Principal Radiographer plus continuing professional development plus management training;</p> <p style="text-align: center;"><b>or</b></p> <p>BSc/B-Tech. in Radiography or its equivalent plus postgraduate qualification at Masters level in a relevant area or its equivalent at the level of Principal Radiographer plus continuing professional development plus management training;</p> <p style="text-align: center;"><b>or</b></p> <p>BSc/B-Tech. in Radiography or its equivalent plus postgraduate qualification at Masters level in a relevant area or its equivalent plus three (3) years post-postgraduate qualification working experience at the level Senior Radiographer plus continuing professional development plus management training.</p> <p>Management and supervisory experience Research experience</p>	
<b>Knowledge</b>	<p>Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety Knowledge of Hospital Protocol</p>	
<b>Skills</b>	<p>Demonstrated human relations and effective communication skills Ability to work under pressure Problem solving skill Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Ability to initiate and maintain clear, concise documentation</p>	
<b>Personal Attributes</b>	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments</p>	



### **5.1.5 Chief Radiographer**

<b>Job Title</b>	:	Radiographer
<b>Grade</b>	:	Chief Radiographer
<b>Responsible To</b>	:	Head of Department
<b>Accountable To</b>	:	Head of Facility

#### **Job Purpose**

To manage both diagnostic and therapeutics radiographic services

#### **Main Duties and Responsibilities**

- Take a pro-active role in the development of systems, policies and procedures for the operations of the radiographic services
- Ensure 24 hours radiographic service and participate in the emergency on call/weekend and public holiday rota to ensure continuity of the acute radiological service.
- Ensure proper and current clinical data on request forms e.g. age, diagnosis etc
- Ensure that standard radiographic practice is maintained in the facility
- Ensure that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Advise on appropriate and adequate staffing of Radiographers and other Technical Staff in the facility
- Be responsible for Theatre Radiography procedures.
- Advise Physicians on interpretation of findings (Patten recognition).
- Monitor and ensure the wearing and monitoring of badges.
- Perform specialized examination and operate specialized equipments.
- Give technical advice on purchase of inputs/consumable and equipments

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- Attend and contribute at general staff and management meetings
- Effectively work in a team with Radiographers and other Technical Officers and Assistants in the facility.
- Be visible and approachable resource to patients and staff for radiographic services.

#### **Personal and People Development**

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Develop and conduct continuing education programs for the Radiographers, Technical Officers and Assistants in the Unit/Department.
- Plan and organize orientation of new Radiographers and Technical Staff of the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

## **Management**

- Provide leadership and supervise the activities of Junior Radiographers, Technical Officers and Technical Assistants by assigning work, training and evaluating performance.
- Ensure regular availability of supplies and other logistics in the radiology unit/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 in the unit/department.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Lead in the preparation of periodic reports, plans and budgets for the unit/department.
- Coordinate the activities of the various units within the department

## **Research**

- Undertake and 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
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Comply with and 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**

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Ensure and 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  
Chief Radiographer**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualification and Educational Requirement</b>	<p>BSc/B-Tech. in Radiography or its equivalent plus postgraduate qualification at Masters level in a relevant area or its equivalent plus five (5) years working experience at the level of Deputy Chief Radiographer plus continuing professional development plus management training.</p> <p>Leadership and management experience Experience in working across multiple agencies. Research experience</p>	
<b>Knowledge and Experience</b>	<p>Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety Knowledge of Hospital Protocols Evidence of student and other staff/non-professional education supervision.</p>	
<b>Skills</b>	<p>Demonstrated human relations and effective communication skills Leadership and organizational skills Planning skills Ability to work under pressure Analytical and problem solving skills Ability to demonstrate and participate in effective team working Ability to relate to people from differing backgrounds Computer skills Ability to initiate and maintain clear, concise documentation</p>	
<b>Personal Attributes</b>	<p>Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments</p>	

## **5.2 TECHNICAL OFFICERS (X-RAY)**

### **5.2.1 Technical Officer (X-Ray)**

**Job Title** : Technical Officer (X-Ray)

**Grade** : Technical Officer (X-Ray)

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose**

To utilize x-rays and other forms of energy for diagnostic and therapeutic purpose

#### **Main Duties and Responsibilities**

- Undertake a range of radiological services as requested by Physicians.
- Assist in evaluating clinical history and examination request
- Prepare film for reporting and file diagnostic report and request forms
- Process film (develop, rinse, fix, wash and dry films)
- Take radiograph (Calculate exposure factors, position patients, instruct patients and expose films).
- Assist in ensuring that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Assist in quality Assurance procedures
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic 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.

#### **Health and Safety Responsibilities**

- Take care of own safety and others who may be affected by your actions or omissions
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Adhere to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Comply with the GHS quality assurance policy and 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:
  - 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

### Technical Officer (X-Ray)

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Radiography and at least one (1) year national service or internship in a recognized health facility	Advanced Diploma in Radiography
<b>Knowledge</b>	General knowledge of radiological services Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety	
<b>Abilities and Skills</b>	Good written and verbal skills Interpersonal 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
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

## 5.2.2 Senior Technical Officer (X-Ray)

<b>Job Title</b>	:	Technical Officer (X-Ray)
<b>Grade</b>	:	Senior Technical Officer (X-Ray)
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

### Job Purpose

To utilize x-rays and other forms of energy for diagnostic and a therapeutic purpose

### Main Duties and Responsibilities

- Supervise the activities of Junior X- Technical Officers and the Technical Assistants
- Undertake a range of radiological services as requested by Physicians.
- Assist in the evaluation of clinical history and examination request
- Prepare film for reporting and file diagnostic report and request forms
- Process film (develop, rinse, fix, wash and dry films)
- Take radiograph (calculate exposure factors, position patients, instruct patients and expose films).
- Ensure that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Assist in stock management
- Assist in operations of therapeutic equipment and simulators
- Perform any other official duty that may be assigned

### Communication and Working Relationships

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic 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.

### Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Adhere to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Comply with the GHS quality assurance policy and 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:
  - 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 Technical Officer (X-Ray)

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Radiography and at least three (3) years working experience at the level of Technical Officer (X-Ray) plus continuous professional development	Advanced Diploma in Radiography
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety	
<b>Abilities and Skills</b>	Good written and verbal skills Interpersonal skills Computer skills Ability to work under pressure Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

### 5.2.3 Principal Technical Officer (X-Ray)

<b>Job Title</b>	:	Technical Officer (X-Ray)
<b>Grade</b>	:	Principal Technical Officer (X-Ray)
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### Job Purpose

To utilize x-rays and other forms of energy for diagnostic and a therapeutic purpose

#### Main Duties and Responsibilities

- Supervise the activities of Junior X- Technical Officers and the Technical Assistants
- Undertake a range of radiological services as requested by Physicians.
- Evaluate clinical history and examination request
- Prepare film for reporting and file diagnostic report and request forms
- Process film (develop, rinse, fix, wash and dry films)
- Take radiograph (Calculate exposure factors, position patients, instruct patients and expose films).
- Ensure that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Assist in stock management
- Assist in operations of therapeutic equipment and simulators
- Perform any other official duty that may be assigned

#### Communication and Working Relationships

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Participate in developing and conducting continuing education programs for the Technical Officers and Assistants in the Unit/Department.
- Participate in the orientation of new entrants in the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

#### Management

- Assist in ensuring regular availability of supplies and other logistics in the unit/department.
- Participate in roster planning and monitoring in the unit.
- Assist in maintaining up-to-date records in the unit/department.



- Assist in ensuring effective and efficient use of human and material resources in the unit/department.
- Participate in the preparations of periodic reports, plans and budgets for the unit/department.

### Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Adhere to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

### Quality Assurance

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Comply with the GHS quality assurance policy and 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:
  - 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 (X-Ray)

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Radiography and at least five (5) years working experience at the level of Senior Technical Officer (X-Ray) plus continuous professional education and management training.	Advanced Diploma in Radiography
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety	
<b>Skills and Abilities</b>	Good written and verbal skills Interpersonal skills Computer skills Ability to work under pressure Ability to demonstrate and participate in effective team working Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

#### **5.2.4 Assistant Chief Technical Officer (X-Ray)**

<b>Job Title</b>	:	Technical Officer (X-Ray)
<b>Grade</b>	:	Assistant Chief Technical Officer (X-Ray)
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To utilize x-rays and other forms of energy for diagnostic and a therapeutic purpose

#### **Main Duties and Responsibilities**

- Supervise the activities of Junior X- Technical Officers and the Technical Assistants
- Undertake a range of radiological services as requested by Physicians.
- Evaluate clinical history and examination request
- Prepare film for reporting and file diagnostic report and request forms
- Process film (develop, rinse, fix, wash and dry films)
- Take radiograph (Calculate exposure factors, position patients, instruct patients and expose films).
- Ensure that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Ensure effective stock management in the unit
- Supervise the operations of therapeutic equipment and simulators
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Participate in developing and conducting continuing education programs for the Technical Officers and Assistants in the Unit/Department.
- Participate in the orientation of new entrants in the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

#### **Management**

- Ensure regular availability of supplies and other logistics in the unit/department.
- Participate in roster planning and monitoring in the unit.
- Maintain up-to-date records in the unit/department.

- Ensure effective and efficient use of human and material resources in the unit/department.
- Contribute to the preparations of periodic reports, plans and budgets for the unit/department.

### Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Adhere to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Contribute to the maintenance of a safe, clean, and pleasant working environment.

### Quality Assurance

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Comply with the GHS quality assurance policy and 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:
  - 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 (X-Ray)

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Radiography with at least five (5) years working experience at the level of Principal Technical Officer (X-Ray) plus continuous professional education and management training; <b>Or</b> Diploma in Radiography plus an Advance Diploma in a relevant area at the level of Principal Technical Officer (X-Ray) plus continuous professional education and management training; <b>Or</b> Diploma in Radiography plus an Advance Diploma in a relevant area plus three (3) years post Advance Diploma working experience at the level of Senior Technical Officer (X-Ray) plus continuous professional education and management training.	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter	

	Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety	
<b>Skills and Abilities</b>	Good written and verbal skills Interpersonal skills Ability to work under pressure Ability to demonstrate and participate in effective team working Computer skills Analytical skills Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

### **5.2.5 Chief Technical Officer (X-Ray)**

<b>Job Title</b>	:	Technical Officer (X-Ray)
<b>Grade</b>	:	Chief Technical Officer (X-Ray)
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To utilize x-rays and other forms of energy for diagnostic and a therapeutic purpose

#### **Main Duties and Responsibilities**

- Supervise the activities of Junior X-ray Technical Officers and the Technical Assistants
- Undertake a range of radiological services as requested by Physicians.
- Evaluate clinical history and examination request
- Prepare film for reporting
- Process film (develop, rinse, fix, wash and dry films) and file diagnostic report and request forms
- Take radiograph (Calculate exposure factors, position patients, instruct patients and expose films).
- Ensure that information systems used within the radiology Unit are kept updated as required. e.g records of services rendered.
- Ensure effective stock management in the unit
- Supervise the operations of therapeutic equipment and simulators
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, clients/patients and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required.
- 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 radiographic services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Participate in developing and conducting continuing education programs for the Technical Officers and Assistants in the Unit/Department.
- Participate in the orientation of new entrants in the Unit/department.
- Keep log of own performance and in-service training log for purposes of appraisal.

#### **Management**

- Ensure regular availability of supplies and other logistics in the unit/department.
- Participate in roster planning and monitoring in the unit.
- Maintain up-to-date records in the unit/department.

- Ensure effective and efficient use of human and material resources in the unit/department.
- Contribute to the preparations of periodic reports, plans and budgets for the unit/department.

### Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Apply principles of radiation protection to minimize exposure to patients, self and others.
- Adhere to the health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Contribute to the maintenance of a safe, clean, and pleasant working environment.

### Quality Assurance

- Operate in accordance with radiological quality systems work instructions (ensure good photographic quality)
- Comply with the GHS quality assurance policy and 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:
  - 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 (X-Ray)

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	Diploma in Radiography plus Advanced Diploma in a relevant area plus five (5) years working experience at the level of Assistant Chief Technical Officer (X-Ray) plus continuous professional education and management training	
<b>Knowledge</b>	Knowledge and understanding of quality assurance issues Knowledge of Patient Charter Knowledge of principles of radiation physics, radiation interaction and radiation protection Up-to-date Knowledge of Health and Safety	
<b>Skills and Abilities</b>	Good written and verbal skills Interpersonal skills Ability to work under pressure Ability to demonstrate and participate in effective team working Computer skills Analytical skills Ability to initiate and maintain clear, concise documentation	
<b>Personal Attributes</b>	Approachable, flexible, logical, methodological, Evidence of enthusiasm, creativity and motivation towards service developments	

## **5.3 RADIOGRAPHY ASSISTANTS**

### **5.3.1 Radiography Assistant**

**Job Title** : Radiography Assistant

**Grade** : Radiography Assistant

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose**

To assist in the utilization of X-Rays and other forms of energy for diagnostic and a therapeutic purpose

#### **Main Duties and Responsibilities**

- Undertake a range of basic radiographic services as requested by the Unit-In-Charge
- Check temperatures of processing solution before work begins in the morning
- Undertake periodic basic maintenance procedures of darkroom equipment and accessories
- Undertake daily basic maintenance procedures of photographic equipment and accessories
- Carry out silver recovery procedures
- Undertake specialized photographic work, e.g. copying of radiographs
- Undertake manual processing of films
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues.
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Attend in-house training session relating to X-ray services to update knowledge and skills
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Work within the prescribed quality standards of the X-Ray Unit
- 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

### Radiography Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	GCE O' Level/ SSSCE Certificate with a minimum of Aggregate 30 plus a minimum of two weeks on-the-job training at a recognized institution.	
<b>Knowledge</b>	General knowledge in basic radiographic services Understanding of the importance of patient confidentiality Understanding of Quality Issues Understanding of Health and Safety	
<b>Skills</b>	Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work with others as a team member Ability to work under pressure Able to follow standard operational procedures	
<b>Personal Attributes</b>	Physically fit. Integrity, flexibility, enthusiasm, motivation, commitment, courteous.	



### **5.3.2 Senior Radiography Assistant**

**Job Title** : Radiography Assistant

**Grade** : Senior Radiography Assistant

**Responsible To** : Unit-In-Charge

**Accountable To** : Head of Department

#### **Job Purpose**

To assist in the utilization of X-Rays and other forms of energy for diagnostic and a therapeutic purpose

#### **Main Duties and Responsibilities**

- Supervise the activities of the X-Ray Attendants and Junior Technical Assistants
- Ensure that the needs for the days work have been supplied from the department store
- Check temperatures of processing solution before work begins in the morning
- Undertake periodic basic maintenance procedures of darkroom equipment and accessories
- Undertake daily basic maintenance procedures of photographic equipment and accessories
- Carry out silver recovery procedures
- Undertake specialized photographic work, e.g. copying of radiographs
- Undertake manual processing of films
- Perform any official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, patients/clients and visitors.
- Attend and contribute at general staff meetings

#### **Personal and People Development**

- Attend in-house training session relating to X-ray services to update knowledge and skills
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Work within the prescribed quality standards of the X-Ray Unit
- 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 Radiography Assistant

Criteria	Essential	Desirable
<b>Educational Qualification and Experience</b>	GCE O' Level/ SSSCE Certificate with a minimum of Aggregate 30 plus three (3) years working experience at the level of Radiography Assistant plus continuous in-service training.	
<b>Knowledge</b>	Knowledge in basic radiographic services Understanding of the importance of patient confidentiality Understanding of Quality Issues Understanding of Health and Safety	
<b>Skills</b>	Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work with others as a team member Ability to work under pressure Able to follow standard operational procedures	
<b>Personal Attributes</b>	Physically fit. Integrity, flexibility, enthusiasm, motivation, commitment, courteous.	

### **5.3.3 Principal Radiography Assistant**

<b>Job Title</b>	:	Radiography Assistant
<b>Grade</b>	:	Principal Radiography Assistant
<b>Responsible To</b>	:	Unit-In-Charge
<b>Accountable To</b>	:	Head of Department

#### **Job Purpose**

To assist in the utilization of X-Rays and other forms of energy for diagnostic and a therapeutic purpose

#### **Main Duties and Responsibilities**

- Supervise the activities of the X-Ray Attendants and Junior Radiography Assistants
- Undertake a range of basic radiographic services as instructed by the Unit-In-Charge
- Ensure that the needs for the days work have been supplied from the department store
- Check temperatures of processing solution before work begins in the morning
- Undertake periodic basic maintenance procedures of darkroom equipment and accessories
- Undertake daily basic maintenance procedures of photographic equipment and accessories
- Carry out silver recovery procedures
- Undertake specialized photographic work, e.g. copying of radiographs
- Undertake manual processing of films
- Perform any other official duty that may be assigned

#### **Communication and Working Relationships**

- Maintain effective communication with colleagues, patients/clients and visitors
- Attend and contribute at general staff meetings
- Work effectively with other staff in the X-ray unit

#### **Personal and People Development**

- Attend in-house training session relating to X-ray services to update knowledge and skills
- Monitor own performance against agreed objectives
- 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.
- Report any accident/incident or ill health, failings in premises, equipment or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment.

## Quality Assurance

- Work within the prescribed quality standards of the X-Ray Unit
- 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 Radiography Assistant

Criteria	Essential	Desirable
<b>Education Qualification and Experience</b>	GCE O' Level/ SSSCE with a minimum of Aggregate 30 plus five (5) years working experience at the level of Senior Radiography Assistant plus continuous in-service training.	
<b>Knowledge</b>	Knowledge of basic radiographic services Understanding of the importance of patient confidentiality Understanding of Quality Issues Understanding of Health and Safety	
<b>Skills</b>	Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work with others as a team member Ability to work under pressure Able to follow standard operational procedures	
<b>Personal Attributes</b>	Physically fit. Integrity, flexibility, enthusiasm, motivation, commitment, courteous.	