

REPUBLIC OF KENYA

SCHEME OF SERVICE

FOR

COMMUNITY ORAL HEALTH OFFICERS

March 2004

**Issued by the Permanent Secretary/Director of Personnel Management
Office of the President**

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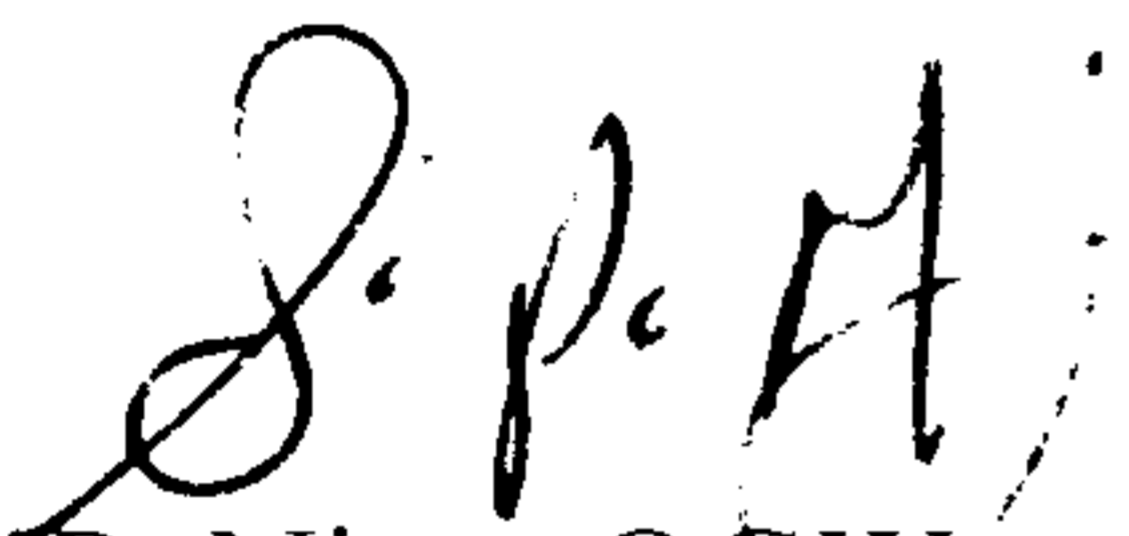
The Permanent Secretary,
Ministry of Health,
NAIROBI.

SCHEME OF SERVICE FOR COMMUNITY ORAL HEALTH OFFICERS

I am pleased to inform you that the Scheme of Service for Community Oral Health Officers, which forms an appendix to this letter, has been finalized and is ready for implementation with effect from 1st September, 2003.

The Scheme of Service establishes six (6) grades of Community Oral Health Officers and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of Community Oral Health Officers.

Please take necessary action and also ensure that the provisions of the Scheme are brought to the attention of all Community Oral Health Officers.



Simon P. Njau, OGW.,
PERMANENT SECRETARY/DIRECTOR
OF PERSONNEL MANAGEMENT

CC: The Secretary,
Public Service Commission,
NAIROBI.

SCHEME OF SERVICE FOR COMMUNITY ORAL HEALTH OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and facilitate retention of suitably qualified and competent Community Oral Health Officers in the Civil Service.
- (ii) To provide for well defined job descriptions and specifications with clear delienation of duties and responsibilities at all levels within the career structure which will ensure proper deployment and utilization of personnel to enable Community Oral Health Officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Health in conjunction with the Public Service Commission and in consultation with the Permanent Secretary/Director of Personnel Management. In administering the Scheme, the Permanent Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/ Specialization and experience for both efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake training privately for self-development.

However, in all matters of training, the Permanent Secretary administering the Scheme will consult the Permanent Secretary/ Director of Personnel Management.

3. THE COMMUNITY ORAL HEALTH FUNCTION

The Community Oral Health function entails promotion of oral health services in schools and communities, planning and co-ordination of oral health awareness campaigns in schools, maternal child health clinics, women groups and communities; conducting mass dental check-ups; carrying out basic community oral health status surveys; conducting chemical tests and analysis on water samples to determine fluoride contents, interpreting the results of the tests and offering relevant oral health advice to the authorities and communities; and diagnosing and treating of common dental conditions. The function also includes teaching, training, counselling and giving guidance to Community Oral Health students in Medical Training Institutions.

4. GRADING STRUCTURE

- (a) The Scheme of Service establishes six (6) grades of Community Oral Health Officers who will be designated and graded as follows:

| Designation | Job Group |
|--|------------------|
| Community Oral Health Officer III | 'H' |
| Community Oral Health Officer II | 'J' |
| Community Oral Health Officer I | 'K' |
| Senior Community Oral Health Officer | 'L' |
| Deputy Chief Community Oral Health Officer | 'M' |
| Chief Community Oral Health Officer | 'N' |

(b) Conversion to the new grading structure

Serving Community Oral Health Officers will adopt the new grading structure and designations as follows:-

| Present Designation | J/G | New Designation | J/G |
|-----------------------------------|------------|--|------------|
| Community Oral Health Officer III | 'H' | Community Oral Health Officer III | 'H' |
| Community Oral Health Officer II | 'J' | Community Oral Health Officer II | 'J' |
| ----- | ----- | Community Oral Health Officer I | 'K' |
| ----- | ----- | Senior Community Oral Health Officer | 'L' |
| ----- | ----- | Deputy Chief Community Oral Health Officer | 'M' |
| ----- | ----- | Chief Community Oral Health Officer | 'N' |

NOTE: *The grades of Community Oral Health Officer III/II, Job Group 'H/J' will form a Common Establishment for the purpose of this scheme of service.*

Serving officers

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

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure must be included in the Ministry's establishment proposals for consideration and approval by the Permanent Secretary/Director of Personnel Management.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of Community Oral Health Officer III. In exceptional cases, however, direct appointment beyond this grade may be made by the Public Service Commission on the recommendation of the Permanent Secretary, Ministry of Health in consultation with the Permanent Secretary/Director of Personnel Management, provided the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

(b) Incremental Credit

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

7. ADVANCEMENT WITHIN THE SCHEME

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

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) the approval of the Public Service Commission.

8: RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purposes of this Scheme of Service:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and grade C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences.
- (ii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognised institution.
- (iii) Post-basic Certificate in either Epidemiology, Health Education, Medical Education, Community Dentistry, Conservative Dentistry, Periodontology, Orthodontics/Paedontics or an equivalent qualification from a recognized institution.
- (iv) Management course lasting not less than four (4) weeks from a recognised institution.

9. IMPLEMENTATION OF THE SCHEME

This Scheme of Service will become operational with effect from 1st September 2003. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. COMMUNITY ORAL HEALTH OFFICER III, JOB GROUP 'H'

(a) Duties and Responsibilities

This will be the entry and training grade for this Cadre. Specific duties will include participating in oral health demonstrations, exhibitions and giving lectures to communities and schools; collecting data for fluoride testing in water samples, analysing and interpreting results and advising the relevant authorities accordingly. Other duties include diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws, extractions and

disimpactions, drainage of dental abscess, suturing to stop bleeding, and prescription of analgesics and anti-biotics.

(b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and grade C-(Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences; and
- (ii) Diploma in Community Oral Health from Kenya Medical Training College or it's equivalent from a recognised institution.

II. COMMUNITY ORAL HEALTH OFFICER II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties at this level will involve management of a wide range of oral health services in a Sub-district hospital. This will include organizing, planning and executing oral health education programmes in communities and schools. The officer will also be involved in diagnosing and treating common dental conditions in a communities/school/clinics. Other responsibilities will include preparing and submitting of monthly reports of work to officer-in-charge of sub-district hospital/health centre. In addition, the officer is expected to train other officers working under him/her.

(b) Requirements for Appointment

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

- (i) served in the grade of Community Oral Health Officer III for a Minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results.

III. COMMUNITY ORAL HEALTH OFFICER I, JOB GROUP 'K'

(a) Duties and Responsibilities

An officer at this level will be deployed at a district/provincial hospital or at a medical training institution where duties will include: managing oral health clinics by organizing and scheduling clinic days, patient flows and referrals; teaching and supervising students/interns on practicals; supervising Community Oral Health Officers at health centres, sub-district and district hospitals. Other duties will include ordering dental materials, equipments and instruments for use in the hospitals/clinics. In a medical training institution, an officer will be expected to teach, train, counsel and guide students; participate in curriculum development, implementation, and evaluation; admission and orientation of new students.

(b) Requirements for Appointment

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

- (i) served in the grade of Community Oral Health Officer II for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and results:

IV. SENIOR COMMUNITY ORAL HEALTH OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will be in-charge of a provincial hospital or section of a department in a medical training institution dealing with community oral health. Specific duties will include managing community oral health services in hospital. This will involve co-ordinating the provision of oral health supplies; allocating of duties and deployment of staff and provincial/district/sub-district hospital and health centres. In a medical training institution, the officer will be involved in development of curriculum, teaching, training and counselling of students taking oral health studies.

(b) Requirements for Appointment

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

- (i) served in the grade of Community Oral Health Officer I for a minimum period of three (3) years;
- (ii) a post-basic certificate in either Epidemiology, Health Education, Medical Education, Community Dentistry, Conservative Dentistry, Periodontology, Orthodontics, Paedontics or equivalent qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

**V. DEPTUY CHIEF COMMUNITY ORAL HEALTH OFFICER,
JOB GROUP 'M'**

(a) Duties and Responsibilities

An officer at this level will assist the Chief Community Oral Health Officer at the ministry headquarters or in a hospital. The officer's work will entail organizing and managing of community oral health services in the ministry or provincial hospital; ensuring adequate availability of supplies and equipment; undertaking technical evaluation of the impact of community oral health services; supervising, training and developing staff in the province/ministry or in a medical training institution. Other duties will include teaching, training, developing curriculum in community oral health in a medical institution where the officer may be deployed to head a department/faculty. In addition, the officer will be responsible for review of training and deployment of staff in a division.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Community Oral Health Officer for a minimum period of three (3) years;
- (ii) attended a management course lasting not less than four (4) weeks from a recognised institution; and

- (iii) considerable working knowledge and experience in the provision and management of Community Oral Health Services.

VI. CHIEF COMMUNITY ORAL HEALTH OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

The Chief Community Oral Health Officer will head the Community Oral Health Division and will be responsible to the Director of Medical Services for the efficient operation and management of community oral health services in the Country. The officer will be expected to initiate, develop and implement appropriate policies and methods that would result in improved community oral health standards. The officer will also represent the division in inter-divisional meetings at the ministerial level and in other relevant fora.

(b) Requirements for Appointment

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

- (i) served as Deputy Chief Community Oral Health Officer for a minimum period of three (3) years;
- (ii) considerable working knowledge and experience in the management and provision of community oral health services; and
- (iii) demonstrated outstanding professional competence and administrative ability in overall community oral health services.