



REPUBLIC OF KENYA

Revised Scheme of Service
for
Physiotherapy Personnel

September, 2016

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

CHIEF PHYSIOTHERAPIST
M. O. H
Date: 7/12/16

***Revised Scheme of Service
for
Physiotherapy Personnel***

September, 2016

REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS
STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH
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11th October, 2016

The Principal Secretary
Ministry of Health
NAIROBI.

RE: REVISED SCHEME OF SERVICE FOR PHYSIOTHERAPY PERSONNEL

I am pleased to inform you that the Revised Scheme of Service for Physiotherapy Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 31st August 2016.

The Scheme of Service establishes seven (7) grades of Assistant Physiotherapists and eight (8) grades of Physiotherapists. It provides clear and concise job descriptions and Specifications at all levels within the grading structure. The provisions of this Scheme once implemented will no doubt greatly assist in the recruitment, deployment, retention and general development of Physiotherapy Personnel.

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

A handwritten signature in black ink, appearing to read 'Lillian Mbogo-Omollo'.

Lillian Mbogo-Omollo, OGW
PRINCIPAL SECRETARY

Copy to: **The Secretary/CEO**
Public Service Commission
NAIROBI.

REVISED SCHEME OF SERVICE FOR PHYSIOTHERAPY PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure which will attract, motivate and retain competent and suitably qualified Physiotherapy personnel in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training, development and advancement within the career structure on the basis of knowledge, qualification, 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 Cabinet Secretary responsible for the Physiotherapy Function in conjunction with the Public Service Commission and in consultation with the Cabinet Secretary, State Department for Public Service and Youth. In administering the Scheme, the Cabinet Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

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

3. THE PHYSIOTHERAPY FUNCTION

The Physiotherapy Function entails:- implementation of Physiotherapy Act; formulation, implementation and review of Physiotherapy policies, standard procedures and clinical practice guidelines; provision of health promotion and education to patients/clients on neuro - musculoskeletal, cardio pulmonary disorders, sports injuries and healthy living for prevention of non-communicable diseases; assessment of patients/clients; design and implementation of treatment plans and evaluation treatment outcomes; management of patients/clients; provision of rehabilitative services through devising appropriate physiotherapy programmes; provision of Physiotherapy services to institutions of learning and Community; spearhead disability mainstreaming within the Ministry; promotion and provision of knowledge on use of assistive/supportive devices and technologies; categorization of persons with physical disabilities and impairments for purposes of registration for services accessibility; maintenance of up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; and collaboration with other stakeholders in support of physiotherapy programmes including training, research and standards of practice.

4. GRADING STRUCTURE AND SCOPE

(a) The Grading Structure

The Scheme of Service establishes seven (7) grades of Assistant Physiotherapists and eight (8) grades of Physiotherapists who will be designated and graded as follows:

ASSISTANT PHYSIOTHERAPISTS

APPENDIX 'A'

Designation	Job Group
Assistant Physiotherapist III	'H'
Assistant Physiotherapist II	'J'
Assistant Physiotherapist I	'K'
Senior Assistant Physiotherapist	'L'
Chief Assistant Physiotherapist	'M'
Principal Assistant Physiotherapist	'N'
Senior Principal Assistant Physiotherapist	'P'

PHYSIOTHERAPISTS

APPENDIX 'B'

Designation	Job Group
Physiotherapist	'K'
Senior Physiotherapist	'L'
Chief Physiotherapist	'M'
Principal Physiotherapist	'N'
Assistant Director, Physiotherapy Services	'P'
Senior Assistant Director, Physiotherapy Services	'Q'
Deputy Director, Physiotherapy Services	'R'
Director, Physiotherapy Services	'S'

(b) Conversion to the New Grading Structure

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

ASSISTANT PHYSIOTHERAPISTS

APPENDIX 'A'

Current Designation	Job Group	New Designation	Job Group
Physiotherapist III	'H'	Assistant Physiotherapist III	'H'
Physiotherapist II	'J'	Assistant Physiotherapist II	'J'
Physiotherapist I	'K'	Assistant Physiotherapist I	'K'
Senior Physiotherapist	'L'	Senior Assistant Physiotherapist	'L'
Assistant Chief, Physiotherapist	'M'	Chief Assistant Physiotherapist	'M'
Senior Assistant Chief Physiotherapist	'N'	Principal Assistant Physiotherapist	'N'
-----	-----	Senior Principal Assistant Physiotherapist	'P'

PHYSIOTHERAPISTS

APPENDIX 'B'

Current Designation	Job Group	New Designation	Job Group
Physiotherapist II	'J'	Physiotherapist	'K'
Physiotherapist I	'K'		
Senior Physiotherapist	'L'	Senior Physiotherapist	'L'
Assistant Chief Physiotherapist	'M'	Chief Physiotherapist	'M'
Senior Assistant Chief	'N'	Principal Physiotherapist	'N'

Physiotherapist			
Deputy Chief Physiotherapist	'P'	Assistant Director, Physiotherapy Services	'p'
Senior Deputy Chief Physiotherapist	'Q'	Senior Assistant Director, Physiotherapy Services	'Q'
Chief Physiotherapist	'R'	Deputy Director, Physiotherapy Services	'R'
-----	-----	Director, Physiotherapy Services	'S'

Notes:

- (i) *The grades of Assistant Physiotherapist III/II, Job Groups 'H/J' for Diploma holders and Physiotherapist/Senior Physiotherapist, Job Groups "K/L" for degree holders will form common establishment for the purpose of this Scheme of Service.*
- (ii) *For purposes of clarity in view of current designations for Diploma and Degree holders, officers in possession of a Diploma stipulated in this Scheme of Service will convert as indicated in Appendix 'A' and those in possession of a Bachelors Degree will convert as indicated in Appendix 'B'.*

(c) Serving Officers

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

5. PROVISION OF POSTS

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

6. ENTRY INTO THE SCHEME

(a) Direct Appointment

Direct appointment will normally be made in the grades of Assistant Physiotherapist III, Job Group 'H' and Physiotherapist, Job Group 'K' for Degree

holders provided the candidate is in possession of the minimum academic qualifications prescribed in the Scheme of Service for that grade. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission on the recommendations of the Cabinet Secretary responsible for the Physiotherapy Function.

(b) Incremental Credit(s)

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

7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

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

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

8. RECOGNISED QUALIFICATIONS

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

- (i) Diploma in Physiotherapy or its equivalent qualification from a recognized institution.
- (ii) Higher Diploma in Orthopedic Manual Therapy or its equivalent qualification from a recognized institution.
- (iii) Bachelor of Science degree in Physiotherapy or its equivalent qualification from a recognized institution.
- (iv) Masters degree in any of the following fields: Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution.

- (v) Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- (vi) Current Certificate of practice from Physiotherapy Council of Kenya (PCK).
- (vii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (viii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (x) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (xi) Certificate in any computer application skills from a recognized institution.
- (xii) Such other qualifications as may be adjudged to be equivalent and relevant by the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 31st August 2016. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

ASSISTANT PHYSIOTHERAPISTS

APPENDIX 'A'

I. ASSISTANT PHYSIOTHERAPIST III, JOB GROUP 'H'

(a) Duties and Responsibilities

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

Specific duties and responsibilities will involve:- providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution; assessing patient needs including rehabilitation; verifying and maintaining information and records relating to patients; screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan; collecting data for operational research; sensitizing the community on Physiotherapy issues; and preparing periodic reports.

(b) Requirements for Appointment

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

- (i) Diploma in Physiotherapy from a recognized institution;
- (ii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iii) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
and
- (iv) Certificate in any computer application skills.

II. ASSISTANT PHYSIOTHERAPIST II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan; planning and providing Physiotherapy services to outpatients at an inpatient and outpatient unit/ward/health institution; verifying and maintaining information and records relating to patients; ensuring availability of supplies and equipment as well as giving support and health education to patients and relatives in hospital; carrying

out home visits and following up on patients progress; sensitizing the community on Physiotherapy issues; maintaining patients/clients progress notes; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Physiotherapist III for a minimum period of three (3) year;
- (ii) Diploma in Physiotherapy from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in any computer application skills; and
- (vi) shown merit and ability as reflected in work performance and results

III. ASSISTANT PHYSIOTHERAPIST I, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments for categorization, registration and other support; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; carrying out home visits and following up on patients progress; sensitizing the community on Physiotherapy issues; maintaining patients/clients progress reports; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Physiotherapist II for a minimum period of three (3) years;

- (ii) Diploma in Physiotherapy from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in any computer Application Skills from a recognized institution;
and
- (vi) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; carrying out home visits and following up on patients progress; sensitizing the community on Physiotherapy issues; maintaining patients/clients progress reports; collating and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Physiotherapist I for a minimum period of three (3) years;
- (ii) Diploma in Physiotherapy from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in any computer applications; and

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

V. CHIEF ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; carrying out physical disability assessments for categorization, registration and other interventions; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; maintaining patients/clients progress reports; analyzing data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Physiotherapist for a minimum period of three (3) years;
- (ii) Diploma in Physiotherapy from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (vi) Certificate in any computer application skills; and
- (vii) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; planning and organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; maintaining information and records relating to patients; inducting students on practical training on Physiotherapy therapy services; requisitioning and ensuring availability and proper utilization of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; maintaining equipment and inventory; analyzing data and preparing reports; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Assistant Physiotherapist for a minimum period of three (3) years;
- (ii) Diploma in Physiotherapy from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (vi) Certificate in any computer application skills; and
- (vii) shown merit and ability as reflected in work performance and results.

VII. SENIOR PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; planning and organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; initiating community disability assessment outreach programs; liaising with other stakeholders in providing appropriate advice to patients/clients on exercises, posture and movement; providing health promotion and education to patients/clients on neuro-musculoskeletal disorders and health; maintaining an up-to-date data base for Physiotherapy services for input into the integrated health information system; inducting students on practical training on Physiotherapy services; requisitioning and ensuring availability and proper utilization of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital; analyzing data and preparing reports; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Principal Assistant Physiotherapy for a minimum period of three (3) years;
- (ii) Higher Diploma in Orthopedic Manual Therapy or its equivalent qualification from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in any computer application skills; and
- (vii) shown merit and ability as reflected in work performance and results.

I. PHYSIOTHERAPIST, JOB GROUP 'K'**(a) Duties and Responsibilities**

This will be the entry grade into this Cadre. An officer at this level will work under the guidance of a more senior officer.

Duties and responsibilities at this level will entail:- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments and categorization, registration and other services; verifying and maintaining information and records relating to patients; carrying out home visits and following up on patients progress; sensitizing the community on Physiotherapy issues; maintaining patients/clients progress reports; collecting data for operational research; and preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in Physiotherapy from a recognized institution;
- (ii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iii) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
and
- (iv) Certificate in any computer application skills.

II. SENIOR PHYSIOTHERAPIST, JOB GROUP 'L'**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and

health living; verifying and maintaining information, records and progress reports relating to patients; ensuring availability of Physiotherapy supplies and equipments, and keeping and maintaining inventory; monitoring patients outcomes on Physiotherapy treatment; sensitizing the community on Physiotherapy issues; collating and compiling data for research; and preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Physiotherapist for a minimum period of one (1) year;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in any computer application skills; and
- (vi) shown merit and ability in work performance and results.

III. CHIEF PHYSIOTHERAPIST, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; monitoring patients outcomes on Physiotherapy treatment; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living; training, counseling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review; verifying and maintaining information, records and progress reports relating to patients; ensuring availability of Physiotherapy supplies and equipments, and keeping and maintaining inventory; analyzing data for research; and preparing periodic reports.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Physiotherapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in any computer application skills; and
- (vi) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL PHYSIOTHERAPIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution; monitoring patients outcomes on Physiotherapy treatment; carrying out physical disability assessments for categorization, registration and other support; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living; training, counseling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review; and analyzing research results from various neuro-musculoskeletal and cardio respiratory articles for use in treatment of Physiotherapy patients/clients.

In addition, duties and responsibilities will include: performing specialized Physiotherapy techniques like chest Physiotherapy, for clients in critical care units; using specialized Physiotherapy techniques following cardiac, neuro and plastic surgery to restore patients health and wellbeing; establishing and operationalizing community based rehabilitation for persons with physical disabilities under disability mainstreaming indicator; coordinating assessment and categorization of persons with disabilities; carrying out research on emerging trends and issues in Physiotherapy; planning and providing specifications for procurement and utilization of Physiotherapy equipments and materials; and training and development of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Chief Physiotherapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (vi) Certificate in any computer application skills; and
- (vii) shown merit and ability as reflected in work performance and results.

VII. ASSISTANT DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- devising appropriate Physiotherapist programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; analyzing research results from various neuro-musculoskeletal and cardio respiratory articles for use in treatment of Physiotherapy patients/clients; performing specialized Physiotherapy techniques like chest Physiotherapy, for clients in critical care units; using specialized Physiotherapy techniques following cardiac, neuro and plastic surgery to restore patients health and wellbeing; establishing and operationalizing community based rehabilitation for persons with physical disabilities under disability mainstreaming indicator; coordinating assessment and categorization of persons with disabilities; developing and availing knowledge on use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients); developing health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; carrying out research on emerging trends and issues in Physiotherapy; maintaining an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; assessing and evaluating students on clinical attachment; and training and development of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Principal Physiotherapist for a minimum period of three (3) years;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Masters degree in any of the following fields: Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (vi) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (vii) Certificate in any computer application skills; and
- (viii) demonstrated professional competence and ability as reflected in work performance and results.

VIII. SENIOR ASSISTANT DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GROUP 'Q'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- developing and implementing policies, standards, guidelines and procedures in the provision of Physiotherapy services; coordinating stakeholders in disability mainstreaming and rehabilitation; devising appropriate Physiotherapy programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; promoting and availing knowledge on use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients); coordinating development of health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; ensuring provision of holistic Physiotherapy services to institutions of learning, community, industrial and sports setting; conducting research on emerging trends and issues in Physiotherapy; managing an up-to-date data base for Physiotherapy services for in-putting into the integrated health

information system; assessing and evaluating students on clinical attachment; monitoring and evaluating physical disability and Physiotherapy programmes and projects; preparation of strategic/work plans; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Director, Physiotherapy Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Masters degree in any of the following fields: Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (iii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (iv) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (v) Certificate in any computer application skills;
- (vi) met the requirements of Chapter Six of the Constitution on Leadership and Integrity and Article 232 on Values and Principles of Public Service; and
- (vii) demonstrated high degree of professional competence and administrative capability required for effective coordination of the Physiotherapy Function.

IX. DEPUTY DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GROUP 'R'

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:- formulating, implementing, interpreting and reviewing Physiotherapy policies, guidelines, standards and procedures; planning and devising appropriate Physiotherapy programmes with the aim of preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; promoting and availing knowledge and use of assistive/supportive devices and technologies (including resettlement of spinal of spinal cord injury cases and other clients); mainstreaming disability by categorizing persons with physical

disability for the purpose of registration, classification and other support; initiating development of health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; and ensuring provision of holistic Physiotherapy services to institutions of learning, community, industrial and sports setting.

In addition, duties and responsibilities will include: identifying areas of research on emerging trends and issues in physiotherapy; establishing an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system; monitoring and evaluating physical disability and Physiotherapy programmes and projects; planning and budgeting for Physiotherapy activities and programmes; coordinating setting of performance targets and preparation of work plans; and capacity building and mentoring of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Director, Physiotherapy Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Masters degree in any of the following fields: Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (vi) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (vii) Certificate in any computer application skills;
- (vii) met the requirements of Chapter Six of the Constitution on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (viii) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination at this level; and

- (ix) thorough understanding of national values, goals, policies and objectives and ability to relate them to the Physiotherapy Function and aspirations of Vision 2030.

X. DIRECTOR, PHYSIOTHERAPY SERVICES, JOB GROUP 'S'

(a) Duties and Responsibilities

An officer at this level will head the Physiotherapy Department and will be responsible for coordination of physiotherapy activities in the Department.

Specific duties and responsibilities at this level will include:- formulating and reviewing physiotherapy policies, clinical guidelines and standard operating procedures on Physiotherapy protocols; formulating appropriate Physiotherapy programmes aimed at preventing/minimizing disability and promoting maximum independence and full integration in all aspects of life; facilitating development of health promotion and education materials for sensitization on neuro - musculoskeletal disorders and health living; ensuring provision of holistic Physiotherapy services to institutions of learning and community; providing technical advice on Physiotherapy and rehabilitative services including disability mainstreaming and fast tracking disability categorization; and facilitating establishment of an up-to-date data base for Physiotherapy services for in-putting into the integrated health information system.

In addition duties and responsibilities will include supporting and facilitating research on emerging trends and issues in Physiotherapy; forming collaborations with stakeholders in support of Physiotherapy programmes and projects including training, research and developing standards of practice; monitoring and evaluating Physiotherapy projects and programmes; planning and budgeting for the Department; capacity building and performance management

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Director, Physiotherapy Services for a minimum period of three (3) years;
- (ii) Bachelors degree in Physiotherapy from a recognized institution;
- (iii) Masters degree in any of the following fields: Musculoskeletal and Orthopaedic Physiotherapy, Sports Physiotherapy, Neuro-Rehabilitation or its equivalent qualification from a recognized institution;

- (iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- (v) Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- (viii) Certificate in any computer application skills;
- (ix) met the requirements of Chapter Six of the Constitution on Leadership and Integrity and Article 232 on Values and Principles of Public Service;
- (x) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination at this level; and
- (xi) thorough understanding of national values, goals, policies and objectives and ability to relate them to the Physiotherapy Function and aspirations of Vision 2030.