



REPUBLIC OF KENYA

Scheme of Service
for
Clinical Psychologists Officers
in Health

MARCH, 2020

**APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE STATE DEPARTMENT OF PUBLIC SERVICE**

SCHEME OF SERVICE FOR CLINICAL PSYCHOLOGISTS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract, motivate and facilitate retention of suitably qualified Clinical Psychologists in the Public Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineations of duties and responsibilities at all levels within the career structure which will ensure proper deployment and utilization of personnel.
- (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 Cabinet Secretary, Ministry of Health, in conjunction with the Public Service Commission and in consultation with the Cabinet Secretary, Ministry of Public Service, Youth and Gender Affairs. In administering the Scheme, the Cabinet Secretary will ensure that the provisions of the Scheme are strictly observed for fair and equitable treatment of officers and those 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 officers are inducted in the service and that the appropriate 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 training privately for self-development. However, in all matters of training, the Cabinet Secretary administering the Scheme will consult the Cabinet Secretary, Ministry of State for Public Service.

3. THE CLINICAL PSYCHOLOGIST FUNCTION

The Clinical Psychologist Function will be to: provide clinical psychological services in health promotion, prevention, curative, rehabilitative and palliative care; develop implement and review treatment plans and therapeutic processes for patients; develop strategies for improvement of psychological health care system in consultation with other multi-disciplinary team; assess and identify psychological, emotional and behavioural factors pertaining to patients condition for diagnosis and treatment; assess the psychological, emotional, physiological, socio-economic, and behavioural aspects of the patient for diagnosis, prognosis and treatment; collaborate with other health multi-disciplinary team to plan and develop accredited psychological service programmes in healthcare provision; follow up on patients to monitor progress for review and referral; provide Psycho-education to patients and their families for prevention and promotion of the wellbeing of the patient; conduct research on mental Health; carryout psychological examination and testing for diagnosis and treatment; rehabilitation of patients with psychological needs and other health-risk behaviours; and undertake case management of the patients in consultation with multi-disciplinary team.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes eight (8) grades of Clinical Psychologists who will be graded and designated as follows:

CLINICAL PSYCHOLOGISTS

Designation	Job group
Medical Psychologist	`K'
Senior Medical Psychologist	`L'
Chief Clinical Psychologist	`M'
Principal Clinical Psychologist	`N'
Assistant Director, Clinical Psychology	`P'
Senior Assistant Director, Clinical Psychology	`Q'
Deputy Director, Clinical Psychology	`R'
Director, Clinical Psychology	`S'

Note:

The grade of Clinical Psychologists, Job Group, `K/L` will form common establishment for the purpose of this Scheme of Service.

5. PROVISION OF THE SCHEME

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

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of Clinical Psychologist, Job group 'K' provided the candidate is in possession of the minimum academic qualifications prescribed in the Scheme of Service for that grade. In exceptional cases however, direct appointment may be made beyond this grade(s) by the Public Service Commission on recommendation of the Authorized Officer provided that the candidate is in possession of the necessary minimum qualifications and experience required for appointment to the grade.

(b) Incremental Credit

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

7. ADVANCEMENT WITHIN THE SCHEME 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 that entitle 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. RECOGNIZED QUALIFICATIONS

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

- (i) Bachelors' degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution.
- (ii) Masters degree in Clinical Psychology or equivalent qualification from a recognized institution.
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (v) Registration with the relevant professional body.
- (vi) Proficiency in computer application skills from a recognized institution.
- (vii) Any other qualification as may be approved by the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 2020 On implementation, all serving officers will automatically become members of the Scheme of Service.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. Medical Psychologist, Job Group 'K'

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be deployed in a Health facility and will work under the supervision of a senior officer. Duties and responsibilities will entail: taking history of the patient; conducting psychological assessment and diagnosis of the clients; developing treatment plans; prescribing intervention and possible referrals; collecting data; and keeping appropriate records.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- (i) Bachelors' degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (ii) One (1) year internship practice in a health facility under supervision of a senior psychologist/ registered mental health professional; and
- (iii) Certificate in computer application skills from a recognized institution.

II. Senior Medical Psychologist, Job Group 'L'

(a) Duties and Responsibilities

Duties and responsibilities will include: conducting client intake; analysing data; developing and reviewing treatment plans; conducting psychological assessment; carrying out diagnosis; providing occupational, educational, and other information to individuals; offering appropriate psychological interventions to individuals and groups; and keeping appropriate records.

(b) Requirements for Appointment

For appointment to this grade an officer must have: -

- (i) served in the grade of Medical Psychologist, for a minimum period of three (3) years;
- (ii) Bachelors' degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Registration with the relevant professional body;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performances.

III. Chief Clinical Psychologist, Job Group 'M'

(a) Duties and Responsibilities

Duties and responsibilities will entail: providing supervision to the officers below him/her; conducting psychological assessment and tests and diagnosis; offering relevant intervention and possible referrals; ensure

keeping appropriate records and planning continuous medical education; providing psycho education to patients and caregivers; providing psychosocial support in health care setting; conducting clinical supervision; and providing psychotherapy in healthcare provision and conducting research.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Medical Psychologist, for a minimum period of three (3) years;
- (ii) Bachelors' degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Registration with the relevant professional body;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

IV. Principal Clinical Psychologist, Job Group 'N'

(a) Duties and Responsibilities

Duties and responsibilities will include: planning and coordinating clinical psychology programs; conducting both individual and group psychological tests and assessment and providing appropriate therapy; keeping appropriate records; identifying patients with social psychological problems, providing psycho education client, families and caregivers; providing psychosocial support in health care setting; conducting clinical supervision; testing the efficacy of both psychological and biological interventions to promote the wellbeing of the patient; clinical supervision and training; and planning organizing and facilitating seminars and workshops and conducting research.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Clinical Psychologist for a minimum period of three (3) years;
- (ii) Bachelors degree in in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Registration by a relevant professional body;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

V. Assistant Director, Clinical Psychologist, Job Group 'P'

(a) Duties and Responsibilities

Duties and responsible at this level will entail: developing and implementing clinical psychology policies, standards and guidelines; developing and implementing treatment plans and therapeutic processes for patients; coordinating provision of psychological assessment and tests services; providing psychosocial support in health care setting; conducting clinical supervision; testing efficacy of both psychological and biological interventions to promote the wellbeing of the patient; clinical supervision and training; keeping up to date records; liaising with other relevant stakeholders in undertaking psychological assessments and tests; and guiding and counselling staff working under the officer.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Clinical Psychologist for a minimum period of three (3) years;
- (ii) Bachelors degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Masters degree in Clinical Psychology or equivalent qualification from a recognized institution;

- (iv) Registration with relevant professional body;
- (v) Certificate in Senior Management Courses from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

VI. Senior Assistant Director, Clinical Psychology, Job Group 'Q'

(a) Duties and Responsibilities

Duties and responsible will include: initiating development, implementation and review clinical psychology policies, strategies, standards, guidelines and procedures; initiating development, implementation and review of treatment plans and therapeutic processes for patients; coordinating psychological assessment and tests activities; monitoring and evaluating clinical psychology assessments, tests, programmes and activities; providing psycho-education and clinical psychology counselling to patients and their families for prevention and promotion of the wellbeing of the patient; conducting research in clinical psychology; writing research proposals; coming up with interventions for psycho-social related problems; and maintaining appropriate records; 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, Clinical Psychology for a minimum period of three (3) years;
- (ii) Bachelors degree in in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Masters Degree in Clinical Psychology or equivalent qualification from a recognized University;
- (iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) Weeks from a recognized institution;
- (v) Registration with the relevant professional body;

- (vi) Certificate in computer application skills from a recognized institution;
and
- (vii) shown merit and ability as reflected in work performance and results.

VII. Deputy Director, Clinical Psychology, Job Group 'R'

(a) Duties and Responsibilities

Duties and responsibilities will include: coordinating development, implementation and review of clinical psychology policies, strategies, standards, guidelines and procedures; coordinating the provision of psychotherapy in health facilities; coordinating development, implementation and review of treatment plans and therapeutic processes for patients; liaising with other multi-disciplinary health team in providing psychosocial support in a health facility; coordinating provision of psycho-education and clinical psychology counselling to patients and their families for prevention and promotion of the wellbeing of the patient; monitoring and evaluating clinical psychology programmes and activities; and coordinating rehabilitation and referral of patients with psychological needs and other mental health-risk behaviours,

In addition, the officer will be responsible for developing strategies for follow up on patients to monitor progress for review and referral; coordinating research on clinical psychology issues and emerging trends; disseminating research findings for implementation; ensuring efficacy of both psychological and biological interventions to promote the wellbeing of the patient; and coordinating preparation of work and strategic plans; preparing budgets and procurement plans; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Director, Clinical Psychology for a minimum period of three (3) years
- (ii) Bachelors degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Masters Degree in Clinical Psychology or equivalent qualification from a recognized institution;

- (iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) Weeks from a recognized institution;
- (v) Psychologists Supervision Course lasting not less than four (4) weeks;
- (vi) Registration with relevant professional body;
- (vii) Certificate in computer application skills from a recognized institution;
and
- (viii) demonstrated professional competence and capability in handling Clinical Psychology issues.

IX. Director, Clinical Psychology, Job Group 'S'

(a) Duties and Responsibilities

Director, Clinical Psychology will be responsible for management and coordination of the Clinical Psychology Function.

Specific duties and responsibilities will include: overseeing formulation, implementation, interpretation and review of clinical psychology policies, strategies, standards, guidelines and procedures; providing technical advice on clinical psychology issues; coordinating provision of psychotherapy in health facilities; overseeing formulation, implementation and review of treatment plans and therapeutic processes for patients; coordinating development of strategies for improvement of psychological health care system in consultation with other multi-disciplinary team; promoting collaboration with other health multi-disciplinary team in developing accredited psychological service programmes for health facilities; and overseeing provision of psycho-education to patients and their families for prevention and promotion of the wellbeing of the patient;

The Director will also be responsible for monitoring and evaluating clinical psychology programmes; coordinating rehabilitation of patients with psychological needs and other mental health-risk behaviour; developing strategies for follow up on patients to monitor progress for review and referral; testing the efficacy of both psychological and biological interventions to promote the wellbeing of the patient; facilitating research on clinical psychology issues and emerging trends; overseeing preparation of strategic and work plans, budgets and procurement plans; ensuring prudent utilization of resources; and building capacity and managing performance.

(b) Requirements for Appointment

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

- (i) served in the grade of Deputy Director, Clinical Psychology for a minimum period of three (3) years,
- (ii) Bachelors degree in either Medical Psychology, Health Psychology or any other relevant and equivalent qualification in a health related field from a recognized institution;
- (iii) Masters Degree in Clinical Psychology or equivalent qualification from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (v) Psychologists Supervision Course lasting not less than four (4) weeks;
- (vi) Registration with the relevant professional body;
- (vii) Certificate in computer application skills from a recognized institution;
and
- (viii) demonstrated administrative and professional competence in handling clinical Psychology matters.