



Revised Scheme of Service

for

Radiographers

July 2017

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

SCHEME OF SERVICE FOR RADIOGRAPHERS

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure, which will attract, motivate and facilitate retention of suitably qualified and competent Radiographers in the civil service.
- (ii) To provide for a well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements of the job.
- (iii) To establish standards for recruitment, training and advancement within the career structure based on qualifications, knowledge of the job, merit and ability as reflected in work performance and skills.
- (iv) To ensure appropriate career planning 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 responsible for public Service. In administering the Scheme, the Cabinet Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and those officers are confirmed in appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Cabinet Secretary responsible for the Health 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 career structure 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. RADIOGRAPHY FUNCTION

Radiography is a technology and practice that involves the use of ionizing radiation and other forms of energy for Diagnostic Imaging, Therapeutic (Treatment), Forensic and Research purposes.

Radiography function entails:-Formulate, develop and review policies in radiography practice; provide technical assistance and capacity building to the national and county governments; management of radiation waste; identification and ensure the safety of the patient before, during and after the examinations and procedures; conduct diagnostic and therapeutic procedures in radiography as prescribed; ensure efficient use of commodities in radiography; ensure operational maintenance of the equipment and accessories; maintenance of radiation safety and protection of patients staff and environment by adhering to recommended techniques and standard; provide advise to clinicians on techniques and procedures that would be beneficial for the management of the patient's condition; undertake research and continuous professional development in radiography; utilize research findings on radiography to enhance performance; develop and maintain a bio-data on research findings on radiography; and plan, implement and evaluate quality control/assurance programs for medical imaging.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of service establishes seven (7) Grades of Radiographers and eight (8) grades for Radiographers who will be designated as follows:-

RADIOGRAPHERS

APPENDIX 'A'

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

RADIOGRAPHERS**APPENDIX 'B'**

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

(b) Conversion to the new grading structures.

Service officers will convert and adapt to the new grading structure as follows:-

Current Designation	Current Job Group	New Designation	New Job Group
Radiographer III	'H'	Radiographer III	'H'
Radiographer II	'J'	Radiographer II	'J'
Radiographer I	'K'	Radiographer I	'K'
Senior Radiographer	'L'	Senior Radiographer	'L'
-----	----	Chief Radiographer	'M'
-----	----	Principal Radiographer	'N'
Deputy Chief Radiographer	'M'	Assistant Director Radiography Services	'P'
Chief Radiographer	'N'	Senior Assistant Director Radiography Services	'Q'
-----	----	Deputy Director, Radiography Service	'R'
-----	----	Director, Radiography Service	'S'
.....	Principal	'S'

RADIOGRAPHERS**APPENDIX A**

Present Designation	Job Group	New Designation	Job Group
Radiographer III	H	Radiographer III	H
Radiographer II	J	Radiographer II	J
Radiographer I	K	Radiographer I	K
Senior Radiographer	L	Senior radiographer	L
-----	M	Chief Radiographer	M
-----	N	Principal Radiographer	N

RADIOGRAPHERS**APPENDIX B**

Present Designation	Job Group	New Designation	Job Group
-----	K	Radiographer I	K
-----	L	Senior Radiographer	L
-----	M	Chief Radiographer	M
-----	N	Principal Radiographer	N
-----	P	Ass. Director (Radiography services)	P
-----	Q	Sen. Ass. Director (Radiography Services)	Q
-----	R	Deputy Director, Radiography Services	R
-----	S	Director, Radiography Services	S

Notes

- (i) The grades of Radiographer III/II/I Job Group **H/J/K** for diploma holders and Job Group **K/L/M** for holders of recognized degrees will form a common establishment for purposes of this scheme.
- (ii) Serving officers will undertake suitability interviews before they convert to the upgraded positions. Officers on Job Group 'L' and below will be interviewed by Ministerial human resource advisory committee while those on Job Group 'M' and above will be interviewed by Public Service Commission (PSC)

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation nor upgrading of posts. Any additional posts required under the new grading structure

provided in the Scheme of Service must be included in the Ministry's establishment proposals for consideration and approval by the Public Service Commission.

6. ENTRY INTO THE SERVICE

(a) Direct appointment

Direct appointment will be made in the grades of Radiographer III, Job Group 'H', and Radiographer Job Group 'K' respectively. In exceptional circumstances, however, direct appointment may be made beyond this grade by the Public Service Commission on the recommendation of the Principal Secretary for Health, provided that the candidate is in possession of the prescribed minimum qualification(s) and experience required for appointment to the grade.

(b) Incremental Credit

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications may be awarded at the rate of one increment for each complete year of approved experience, provided the maximum of the scale is not exceeded.

In awarding incremental credits(s) any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

(c) Serving Officers

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

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:-

- (a) Existence of a vacancy in the authorized establishment;
- (b) Merit and ability as reflected in work performance; and
- (c) Approval of the Public Service Commission.

8. RECOGNISED QUALIFICATIONS.

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

- (i) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution;
- (ii) Higher Diploma in any of the following disciplines:- Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy, Forensic Radiography, Medical Dosimetry or its equivalent qualification from a recognized Institution;
- (iii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (iv) Masters degree in Radiography or its equivalent from a recognized institution;
- (v) Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (ix) Certificate in computer applications from a recognized institution; and
- (x) Such other qualifications as may be adjudged to be equivalent by the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME

This Scheme of service will become operational with effect from On implementation, all serving officers will automatically become members of the scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

RADIOGRAPHERS

APPENDIX 'A'

I. RADIOGRAPHER III JOB GROUP 'H'

(a) Duties and Responsibilities

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

Duties and responsibility will entail: Receiving and identifying patients for diagnostic and therapeutic procedures; providing basic diagnostic and therapeutic radiography services; processing, verifying and maintaining information relating to patients; caring for and counseling patients and their guardian before, during and after the examination; applying radiation safety measures to self, patient and the public; and performing routine quality control checks.

(b) Requirements for appointment

- (i) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution; and
- (ii) Certificate in computer applications from a recognized institution.

II. RADIOGRAPHER II JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibility will entail: Receiving and identifying patients for diagnostic and therapeutic procedures; providing basic diagnostic and therapeutic radiography services; processing, verifying and maintaining information relating to patients; caring for and counseling patients and their guardian before, during and after the examination; applying radiation safety

measures to self, patient and the public; performing routine quality control checks; basic maintenance of medical imaging therapeutic equipment and their accessories; establishing and maintains quality assurance programs ; ordering and maintaining records of radiographic and other imaging materials; ensuring radiation safety within the health facility; and guiding and supervising staff working under him/her.

(b) Requirements for appointment

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

- (i) served in the grade of Radiographer III for a minimum period of three (3) years or in a relevant and comparable position;
- (ii) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. RADIOGRAPHER I JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities will entail: Receiving and identifying patients for diagnostic and therapeutic procedures; performing diagnostic and therapeutic techniques and procedures in radiography; verifying and maintaining information related to patients; caring and counseling patients and their guardians before, during and after examination; establishing and maintaining quality assurance programs; maintaining medical imaging/therapeutic equipment and their accessories; implementing quality assurance programs; requisitioning and maintaining records of radiographic commodities; ensuring radiation safety within the health facility; training and supervising students and staff.

(b) Requirements for appointment

For appointment to this grade an officer must have: -

- (i) served in the grade of Radiographer II for a minimum period of three (3) years or in a relevant and comparable position;

- (ii) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

IV SENIOR RADIOGRAPHER JOB GROUP ‘L’

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail:- Receiving and identifying patients for radiographic and therapeutic procedures; ensuring appropriate maintenance of information related to patients; ensuring safety of patient before, during and after examination; ensuring the care, basic maintenance and safety of medical imaging equipment in the hospital; undertaking quality control activities; ensure adherence to quality assurance programs; preparing reports relating to activities related to radiography; supervising and guide staff working under him/her; and participating in the general health care activities in the hospital.

(b) Requirements for appointment

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

- (i) served in the grade of Radiographer I for a minimum period of three (3) years or in a relevant and comparable position;
- (ii) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized institution;
- (iii) Certificate in supervisory skills lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

IV. CHIEF RADIOGRAPHER JOB GROUP ‘M’

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail: Performing radiographic and therapeutic procedures; implementing policies and regulations on medical imaging services; ensuring maintenance and safety of the medical equipment; training and supervising students and staff; establishing and maintaining quality assurance programs; ensure adherence to radiation safety; establishing and maintaining quality assurance program; coordinating procurement and ensuring safe custody of medical supplies; and participating in the health management teams.

(b) Requirements for appointment

For appointment to this grade, an officer must: -

- (i) served in the grade of Senior Radiographer for a minimum period of three (3) years or in a relevant and comparable position;
- (ii) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (vi) demonstrated merit and shown ability as reflected in work performance and results.

V. PRINCIPAL RADIOGRAPHER JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail:- coordinating and supervising clinical training of students and staff; implementing policies and regulations in radiography; ensuring safety and maintenance of diagnostic and therapeutic equipment; establishing and maintaining quality assurance program; establishing and maintaining radiation safety standards; and ensure requisition and safe storage of medical imaging supplies.

(b) Requirements for appointment

For appointment to this grade, an officer must: -

- (i) served in the grade of Chief Radiographer for a minimum period of three (3) years or in a relevant and comparable position;
- (ii) Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) demonstrated merit and shown ability as reflected in work performance and results.

VI. SENIOR PRINCIPAL RADIOGRAPHER JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail:- assisting in the formulation, implementation, coordination and evaluation of Radiography policies, services and programmes, Developing, formulating and revising policies and regulations in radiography; coordinating and supervising clinical training of students and staff; ensuring safety and maintenance of diagnostic and therapeutic equipment; establishing and maintaining quality assurance program in; and establishing and maintaining radiation safety standards.

(b) Requirements for appointment

For appointment to the grade, an officer must: -

- (i) served in the grade of Principal Radiographer for a minimum period of three (3) years or in a relevant and comparable position;
- (ii) Diploma in Radiography or Medical Imaging Sciences or its 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 computer applications from a recognized institution; and
- (vi) demonstrated merit and shown ability as reflected in work performance and results.

RADIOGRAPHERS

APPENDIX 'B'

I. RADIOGRAPHER I JOB GROUP 'K'

(a) Duties and Responsibilities

Receiving and identifying patients for diagnostic and therapeutic procedures; performing diagnostic and therapeutic techniques and procedures in radiography; verifying and maintaining information related to patients; caring and counseling patients and their guardians before, during and after examination; establishing and maintaining quality assurance programs; maintaining medical imaging/therapeutic equipment and their accessories; implementing quality assurance programs; requisitioning and maintaining records of radiographic commodities; ensuring radiation safety within the health facility; training and supervising students.

(b) Requirements for appointment

- (i) Bachelor of Radiography or its equivalent qualification from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.

II. SENIOR RADIOGRAPHER JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail:-Receiving and identifying patients for radiographic and therapeutic procedures; ensuring appropriate maintenance of information related to patients; ensuring safety of patient before, during and after examination; ensuring the care, basic maintenance and safety of medical imaging equipment in the hospital; undertaking quality control activities; ensure adherence to quality assurance programs; preparing reports relating to activities related to radiography; supervising and guide staff working under him/her; and participating in the general health care activities in the hospital.

(b) Requirements for appointment

- (i) served in the grade of Radiographer for a minimum period of three (3) years or in a relevant and comparable position;
- (ii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (iii) Certificate in supervisory skills lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

III. CHIEF RADIOGRAPHER JOB GROUP ‘M’

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail: Implementing policies and regulations on medical imaging services; undertaking basic maintenance and ensuring safety of the medical equipment; establishing and maintaining quality assurance programs; undertaking the responsibilities of a radiation safety officer in the sub-county region; coordinating procurement and ensuring safe custody of medical supplies; and organizing and supervising training for staff or students on attachment in the department

(b) Requirements for appointment

For appointment to the grade of Chief Radiographer, an officer must have;

- (i) served in the grade of senior Radiographer for a minimum period of three 3 years or in a relevant and comparable position;
- (ii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (iii) Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL RADIOGRAPHER JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this will entail:- Coordinating and supervising clinical training of students and staff; implementing policies and regulations in radiography; ensuring safety and maintenance of diagnostic and therapeutic equipment; establishing and maintaining quality assurance program; establishing and maintaining radiation safety standards; and ensure requisition and safe storage of medical imaging supplies.

(b) Requirements for Appointment

For appointment to the post of Principal Radiographer, an officer must;

- (i) served in the grade of Chief Radiographer for a minimum period of three 3 years or in a relevant and comparable position;
- (ii) Bachelor of Radiography or its 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 computer applications from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

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

(a) Duties and responsibilities

Duties and Responsibilities at this level will entail:- Assisting in the formulation, implementation, coordination and evaluation of Radiography policies, services and programmes; implementing policies, guidelines and regulations relating to Medical Imaging/Radiotherapy Services; developing, formulating and revising policies and regulations in radiography; coordinating and supervising clinical training of students and staff; ensuring safety and maintenance of diagnostic and therapeutic equipment; establishing

and maintaining quality assurance program in; and establishing and maintaining radiation safety standards.

(b) Requirements for appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Radiographer for a minimum period of three 3 years or in a relevant and comparable position;
- (ii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (iii) Masters degree in Radiography or its equivalent from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

VI. SENIOR ASSISTANT DIRECTOR, RADIOGRAPHY SERVICES ‘Q’

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:

Duties and responsibilities at this level will entail: Assisting in the formulation, implementation, coordination and evaluation of Radiography policies, services and programmes; developing and review of the training schemes and programmes for Radiographers; advising on the implementation of the scheme of service for Radiographers, handling performance appraisal, and maintenance of Radiography standards and ethics; implementing policies, guidelines and regulations relating to Medical Imaging/Radiotherapy Services; implementing monitoring and evaluation of Quality Control/Quality Assurance Program; and Maintaining radiation safety standards of regulation.

(b) Requirements for appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Assistant Director Radiography Services for a minimum period of three 3 years or in a relevant and comparable position;
- (ii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (iii) Masters degree in Radiography or its equivalent from a recognized institution;
- (iv) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (v) Certificate in computer applications from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

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

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

Formulation, Introduction, Interpretation and monitoring implementation of policies, guidelines and regulations relating to Medical Imaging Services; Planning, training, development and deployment of Medical Imaging Personnel; developing and review of the training schemes and programmes for Radiographers; advising on the implementation of the scheme of service for Radiographers, handling performance appraisal, and maintenance of Radiography standards and ethics; Monitoring and evaluation of Quality Assurance Programs in Medical Imaging Services; Procurement, commissioning and co-coordinating maintenance of Medical Imaging equipment and accessories; implementing policies, guidelines and regulations relating to Medical Imaging/Radiotherapy Services; implementing monitoring and evaluation of Quality Control/Quality Assurance Program; and Maintaining radiation safety standards of regulation.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

- (i) Served in the grade of Senior Assistant Director Radiography Services for a minimum period of three (3) years;
- (ii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (vii) Masters degree in Radiography or its equivalent from a recognized institution;
- (viii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in computer applications from a recognized institution; and
- (x) demonstrated professional competence and ability as reflected in work performance and results.

VIII. DIRECTOR, RADIOGRAPHY SERVICES JOB GROUP ‘S’

(a) Duties and responsibilities

An officer at this level will be responsible for overall coordination of the Radiography function. Duties and responsibilities at this level will entail: initiating, formulation and ensuring implementation of Radiography policies and guidelines; effectively contributing to the development and review of training programmes for Radiographers; ensuring maintenance of Radiography practice standards, ethics and professionalism ;quality assurance programmes are initiated and maintained in the provision of medical imaging and radiation safety monitoring services; and provision of technical assistance to the counties; identifying skills gaps for the profession and facilitating officers seeking course approvals.

(b) Requirement for appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Deputy Director Radiography Services for a minimum period of three 3 years;
- (ii) Bachelor of Radiography or its equivalent qualification from a recognized institution;
- (iii) Masters degree in Radiography or its equivalent from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer applications from a recognized institution;
and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.