



REPUBLIC OF KENYA

Revised Scheme of Service

for

*Health Records and Information
Management Personnel*

November, 2012

APPROVED BY THE PUBLIC SERVICE COMMISSION OF KENYA

AND

ISSUED BY THE MINISTRY OF STATE FOR PUBLIC SERVICE

Revised Scheme of Service

for

*Health Records and Information Management
Personnel*



**OFFICE OF THE PRIME MINISTER
MINISTRY OF STATE FOR PUBLIC SERVICE**

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21st November, 2012

The Permanent Secretary
Ministry of Medical Services
NAIROBI.

**SCHEME OF SERVICE FOR HEALTH RECORDS AND INFORMATION
MANAGEMENT PERSONNEL**

I am pleased to inform you that the Scheme of Service for Health Records and Information Management Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 1st October, 2012.

The Scheme establishes four (4) grades of Health Records and Information Management Assistants; six (6) grades of Assistant Health Records and Information Officers, seven (7) grades of Health Records and Information Management 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 the Health Records and Information Management 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.

Titus M. Ndambuki, CBS
PERMANENT SECRETARY

Copy to: **The Secretary**
Public Service Commission of Kenya
NAIROBI.

REVISED SCHEME OF SERVICE FOR HEALTH RECORDS AND INFORMATION MANAGEMENT PERSONNEL

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined career structure which will attract and retain qualified and experienced Health Records and Information Management Personnel in the Civil Service.
- (ii) To provide for well designed job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable 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) Administration of the Scheme

The Scheme of Service will be administered by the Principal Secretary responsible for the Health Services in conjunction with the Public Service Commission of Kenya. In administering the Scheme, the Principal Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in appointment on successful completion of their probation period.

(b) Training Scope

In administering the Scheme, the Principal 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 career structure. Officers should also be encouraged to undertake training for self-development. In all matters of training, however, the Principal Secretary administering the Scheme will consult the Public Service Commission of Kenya.

3. HEALTH RECORDS AND INFORMATION MANAGEMENT FUNCTION

The Health Records and Information Function entails:- developing and implementing Health Records and Information policies; managing and administering Health Records and Information Services; documenting medical, surgical and related procedures; scheduling patients and managing *bed bureau*; coding and indexing of diseases and surgical procedures in accordance with the International Statistical Classification of Diseases

(ICD) and International Classification of Procedures in Medicine (ICPM); organizing for patients appointments to medical consultants and speciality consultant clinics; receiving, registering and scheduling of outpatient and inpatient; maintaining of Patient Master Index (PMI); designing medical forms; taking custody of medical records and maintaining their confidentiality; advising on *medico-legal* aspects in relation to health records and information; collecting, analyzing, interpreting, disseminating and showing patterns and trends of medical data; developing health records and information quality systems; monitoring and evaluating health records and information systems.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes four (4) grades of Health Records and Information Management Assistants, six (6) grades of Assistant Health Records and Information Management Officers and seven (7) grades of Health Records and Information Management Officers who will be designated and graded as follows:-

APPENDIX 'A'

HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS

Designation	Job Group
Health Records and Information Management Assistant III	'G'
Health Records and Information Assistant II	'H'
Health Records and Information Management Assistant I	'J'
Senior Health Records and Information Management Assistant	'K'

APPENDIX 'B'

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

Designation	Job Group
Assistant Health Records and Information Management Officer III	'H'
Assistant Health Records and Information Management Officer II	'J'
Assistant Health Records and Information Management Officer I	'K'
Senior Health Records and Information Management Officer	'L'
Chief Health Records and Information Management Officer	'M'
Principal Health Records and Information Management Officer	'N'

HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

Designation	Job Group
Health Records and Information Management Officer	'K'
Senior Health Records and Information Management Officer	'L'
Chief Health Records and Information Management Officer	'M'
Principal Health Records and Information Management Officer	'N'
Assistant Director, Health Records and Information Management	'P'
Senior Assistant Director, Health Records and Information Management	'Q'
Deputy Director, Health Records and Information Management	'R'

(b) Conversion to the new grading structure

Serving Officers will adopt and convert as appropriate to the new grades and designations as follows:

APPENDIX 'A'**HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS**

Present Designation	Job Group	New Designation	Job Group
Health Records and Information Technician III	'G'	Health Records and Information Management Assistant III	'G'
Health Records and Information Technician II	'H'	Health Records and Information Management Assistant II	'H'
Health Records and Information Technician I	'J'	Health Records and Information Management Assistant I	'J'
Senior Health Records and Information Technician	'K'	Senior Health Records and Information Management Assistant	'K'

APPENDIX 'B'

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

Present Designation	Job Group	New Designation	Job Group
Health Records and Information Officer III	'H'	Assistant Health Records and Information Management Officer III	'H'
Health Records and Information Officer II	'J'	Assistant Health Records and Information Management Officer II	'J'
Health Records and Information Officer I	'K'	Assistant Health Records and Information Management Officer I	'K'
Senior Health Records and Information Officer	'L'	Assistant Senior Health Records and Information Management Officer	'L'
Deputy Chief Health Records and Information Officer	'M'	Assistant Chief Health Records and Information Management Officer	'M'
Chief Health Records and Information Officer	'N'	Assistant Principal Health Records and Information Management Officer	'N'

APPENDIX 'C'

HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

Present Designation	Job group	New Designation	Job Group
Health Records and Information Officer I	'K'	Health Records and Information Management Officer	'K'
Senior Health Records and Information Officer	'L'	Senior Health Records and Information Management Officer	'L'
Deputy Chief Health Records and Information Officer	'M'	Chief Health Records and Information Management Officer	'M'
Chief Health Records and Information Officer	'N'	Principal Health Records and Information Management Officer	'N'
.....	'P'	Assistant , Director, Health Records and Information	'P'

		Management Services	
.....	'Q'	Senior Assistant Director, Health Records and Information Management	'Q'
.....	'R'	Deputy Director, Health Records and Information Management	'R'

Notes:

- (i) *The grades of Health Records and Information Management Assistant III/II/I/Senior, Job Groups 'G/H/J/K' for certificate holders will form a common establishment for the purpose of this Scheme of Service.*
- (ii) *The grades of Assistant Health Records and Information Management Officer III/II/I/Senior Job Groups 'H/J/K/L' for diploma holders will form a common establishment for the purpose of this Scheme of Service.*
- (iii) *The grades of Health Records and Information Management Officer, Senior/Chief/Principal, Job Groups 'K/L/M/N' for Degree Holders will form a common establishment for the purpose of this Scheme of Service.*

(c) Serving Officers

Serving officers will adopt and convert as appropriate to the new designations and grading structures provided in the Scheme of Service, though they may not be in possession of the minimum qualifications and/or experience for appointment to the grades. However, for advancement to higher grades, 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 the authority for creation of posts. Any additional post(s) required under the new grading structure must be included in the ministry's establishment proposal for consideration and approval by the Public Service Commission of Kenya.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grades of Health Records and Information Management Assistant III, Job Group 'G', Assistant Health Records and Information Management Officer III, Job Group 'H' and Health Records and Information Management

Officer, Job Group 'K'. In exceptional cases, however, direct appointment beyond these grades may be made by the Public Service Commission of Kenya on the recommendation of the Principal Secretary responsible for the Health Services provided the candidate is in possession of the requisite qualifications stipulated for that particular grade.

(b) **Incremental Credit**

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 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 experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements which entitle an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) the 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 of Kenya.

8. **RECOGNISED QUALIFICATIONS**

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

- (i) Certificate in Health Records and Information Technology or any other relevant and equivalent qualification from a recognized institution.
- (ii) Diploma in Health Records and Information Technology or any other relevant and equivalent qualification from a recognized institution.
- (iii) Bachelors degree in Health Records and Information Management or any other relevant and equivalent qualifications from a recognized institution.
- (iv) Masters degree in any of the following disciplines:- Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services Management, Health Economics, Health Monitoring and Evaluation, Information Technology, Information Science, Biostatistics, Computer Science, Epidemiology or any other relevant and equivalent qualifications from a recognized institution.

- (v) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (viii) Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution.
- (ix) Certificate in computer application skills from a recognized institution.
- (x) Any other qualifications that may be adjudged as equivalent by the Public Service Commission of Kenya.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 1st October, 2012. On implementation, serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

APPENDIX 'A'

HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS

I. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III, JOB GROUP 'G'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more senior officer. Duties and responsibilities will entail:- receiving and registering patients at hospital reception; booking appointment for patients to speciality and consultants clinics; storing and retrieving medical records and documents; preparing clinics; updating bed *bureaus*; capturing data from service points; maintaining record safety and confidentiality; and directing patients to relevant clinics.

(b) Requirements for Appointment

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

- (i) Certificate in Health Records and Information Technology from a recognized institution; and

- (ii) Certificate in computer application skills from a recognized institution.

II. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT II, JOB GROUP 'H'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- receiving patients at hospital reception; registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records and documents; preparing clinics; updating bed *bureaus*; editing patient cases records; gathering data from different sources; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; creating and maintaining master index; updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures according to the International Statistical classification of diseases and procedures in medicine; and preparing medical records and reports.

(b) Requirements for Appointment

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

- (i) Served in the grade of Health Records and Information Management Assistant III for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information Management from a recognized institution;
- (iii) Certificate in computer applications skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

III. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT I, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- receiving and registering patients; booking appointment for patients to speciality clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed *bureau*; editing patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining patient master index; creating and updating patient master index; updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and compiling medical records and reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Health Records and Information Management Assistant II for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information Management from a recognised institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

IV. SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT, JOB GROUP 'K'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- storing and retrieving medical records and documents; preparing clinics; updating bed *bureau*; editing of patient case records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; maintaining patient master index; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; compiling medical reports; providing, where necessary, health information with other stakeholders; compiling bio data; analyzing medical data and preparing Health Records and Information reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Health Records and Information Management Assistant I for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information Management from a recognised institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

I. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer and experienced officer.. Duties and responsibilities at this level will entail: receiving and documenting patients at hospital reception; registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records documents; preparing clinics; updating bed *bureau*; editing of patient case records; gathering data from different sources; capturing data from service points; maintaining record safety and confidentiality; storing and retrieving medical records; balancing daily bed returns; creating and maintaining master index; updating patient master index; directing patients to relevant clinics; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and preparing Health records and reports.

(b) Requirements for Appointment

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

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

II. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER II, JOB GROUP 'J'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- receiving and registering patients; booking appointment for patients to speciality clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed *bureau*; editing of patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining Patient Master Index; creating and updating of Patient Master Index; directing patients to relevant clinics; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and compiling medical records reports.

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Health Records and Information Management Officer III for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

**III. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I,
JOB GROUP 'K'**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- editing patient cases; analyzing medical records data; updating bed *bureau*; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; maintaining Patient Master Index; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; compiling medical reports; sharing of health information with other stakeholders; analyzing data; compiling patients bio data; and preparing medical records and reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Health Records and Information Management Officer II for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

IV. ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review; capturing data from service points; disseminating health information; preparing medical records and reports; maintaining record safety and confidentiality; balancing daily bed returns; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Health Records and Information Management Officer I or Senior Health Records Information Management Assistant for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

V. ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review; designing medical and surgical indices; developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information; preparing medical records reports; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Senior Health Records and Information Management Officer for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in Supervisory Skills/Management Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

VI. ASSISTANT PRINCIPAL HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; coordinating analysis of medical records data; carrying out health records and information system review; designing medical and surgical indices; developing data quality audit tools; designing health records monitoring and evaluation tools; developing data quality audit tools; disseminating health information; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and; indexing diseases and surgical procedures.

(b) Requirements for Appointment

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

- (i) Served in the grade of Assistant Chief Health and Information Management Officer for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in Management course lasting for not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and

- (v) Demonstrated outstanding administrative capabilities in work performance and results.

HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICERS

I. HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'K'

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more senior and experienced officer. Duties and responsibilities at this level will entail: storing and retrieving medical records and documents; preparing clinics; updating bed *bureau*; editing patient case records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; maintaining patient Master Index; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; compiling medical reports; sharing of health information with other stakeholders; analysing data; compiling bio data; and preparing medical records and reports.

(b) Requirements for Appointment

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

- (i) Bachelors degree in Health Records and Information Management from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

II. SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analysing health records data; carrying out health records and information system review; capturing data from service points; disseminating health information where necessary; preparing medical record reports; maintaining record safety and confidentiality; balancing daily bed returns; maintaining diagnostic and surgical indices; maintaining Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Health Records and Information Management Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Health Records and Information Management from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

III. CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analysing health records data; carrying out health records and information system review; designing medical and surgical indices; developing health data quality audit tools; designing health records monitoring and evaluation tools; disseminating health information; preparing medical records and reports; maintaining record safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patients Master Index; coding Diseases and Surgical Procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Health Records and Information Management Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Health Records and Information Management from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

VI. PRINCIPAL HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties at this level will entail:- implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing health data; carrying out health records and information system review; designing medical and surgical indices; developing health data quality audit tools; designing monitoring and evaluation tools; designing medical and surgical indices; developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information; maintaining record safety and confidentiality; maintaining diagnostic and surgical indices; maintaining master index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

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

- (i) Served in the grade of Chief Health Records and Information Management Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Health Records and Information Management from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing health records and information policies and procedures; implementing *medico legal* rules and regulations; providing and disseminating policy guidelines/procedures that affect the health records and information services; initiating policy issues and procedures; designing health records monitoring and evaluation tools; organizing field supervision; formulating; monitoring and evaluation frameworks; measuring performance of health records management indicators; providing guidelines on disclosure,

confidentiality, safety, security and exchange of health records and information; coding diseases and surgical procedures according to the International classification of diseases and procedure; medicine; indexing diseases and surgical procedures; coordinating and implementing training programs; and instructing/lecturing on health records and information in medical training institutions.

(b) Requirements for Appointment

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

- (i) Served in the grade of Principal Health Records and Information Management Officer for a period of three (3) years;
- (ii) Bachelors degree in Health Records and Information Management from a recognised institution;
- (iii) Masters degree in any of the following disciplines:-Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services Management, Health Economics, Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science from a recognized institution;
- (iv) Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Demonstrated outstanding administrative capabilities in work performance and results.

VI. SENIOR ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT, JOB GROUP 'Q'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- formulating health records and information policies and procedures; formulating and interpreting *medico legal* rules; providing advice on policy issues and procedures that affect the health records and information services; communicating policy issues and procedures on health records and information management; developing health records standard operating procedures; providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information; coordinating the designing, printing and distribution of the medical forms; coordinating training and development of health records and information personnel in collaboration with relevant government departments and agencies; coordinating performance management in health records and information management; instructing/lecturing on health records and information in medical training institutions and collaborating with other health workers in the provision of health records services.

(b) Requirement for Appointment

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

- (i) Served in the grade of Assistant Director, Health Records and Information Management for a minimum period of three (3) years;
- (ii) Bachelors degree in Health Records and Information Management from a recognised institution;
- (iii) Masters degree in any of the following disciplines:-Health Records and Information Management, Health Systems Management, Public Health, Health informatics, Health Services management, Health Economics, Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Program (SLDP) lasting for not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer application skills from a recognized institution;
- (vi) Clear understanding of the National Development Goals Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same; and
- (vii) Demonstrated professional competence, managerial and leadership capability as reflected in work performance and results.

VII. DEPUTY DIRECTOR HEALTH RECORDS AND INFORMATION MANAGEMENT, JOB GROUP 'R'

(a) Duties and Responsibilities

The Deputy Director, Health Records and Information Management will be responsible to the Principal Secretary through the Director of Medical Services. Duties and responsibilities at this level will entail: providing policy direction in Health Records and Information Management issues, managing health records and information management services; formulating health records and information policies and procedures; formulating *medico legal* rules and regulations; providing advise on policy issues and procedures that affect the health records and information services; overseeing the development of health records monitoring and evaluation frameworks; formulating guidelines on disclosure, confidentiality, safety, and security of health records and information; overseeing the designing and distribution of medical forms; managing health records and information management services; and formulating, monitoring and evaluation frameworks.

Further, duties and responsibilities will entail:- overseeing the development of standard operating procedures; ensuring capacity building and development of Health Records and Information Personnel; coordinating performance management in health records and information management; coordinating training and development of Health Records and Information Personnel in collaboration with relevant government departments and other agencies; and instituting operational accountability and transparency.

(b) Requirements for Appointment

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

- (i) Served in the grade of Senior Assistant Director, Health Records and Information Management for a minimum period of three (3) years;
- (ii) Bachelors degree in Health Records and Information Management from a recognized institution;
- (iii) Masters degree in any of the following disciplines:-Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services Management, Health Economics or Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme (SLDP) lasting for not less than six (6) weeks from a recognized institution;
- (v) Certificate in computer application skills from a recognized institution;
- (vi) Demonstrated professional ability, high integrity and competence matched by a proper appreciation of the country's socio-economic development needs at the national, sectoral and local levels; and
- (vii) Clear understanding of the National Development goals, Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same.