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CIRCULAR STANDING INSTRUCTION NO. 4 OF 2022

SCHEME OF SERVICE FOR ANAESTHESIA CADRE IN THE UGANDA PUBLIC SERVICE

1. Anaesthesia is a state of controlled, temporary loss of sensation or awareness that is induced for medical purposes. Anesthesia enables the painless performance of medical procedures that would otherwise cause severe or intolerable pain to an unanesthetized patient or would otherwise be technically unfeasible. In Uganda, Anaesthesia is mainly administered by Anaesthetic Officers, who have completed a two-year Diploma in Anaesthesia under the supervision of Anesthesiologists.
2. Anesthesiology is the medical speciality concerned with the total perioperative care of patients before, during and after surgery. It encompasses anesthesia, intensive care medicine, critical emergency medicine, and pain medicine. A Physician specialized in this field of medicine is called an Anesthesiologist. The various specialities include; obstetric, pediatric, critical care, orthopedic, cardiothoracic and neurosurgical anesthesia.
3. Most of surgical, invasive, diagnostic and interventional procedures require some form of anaesthesia, airway management and perioperative care. Anaesthesia is a speciality of medicine that provides services including provision of emergency care, trauma, pain and crisis management, resuscitation and retrieval or transfer, as well as monitoring and improving safety in the hospital.
4. The important role played by the Anaesthesia cadre in the delivery of healthcare requires having a motivated and skilled workforce. The unique nature of anaesthesia and critical care services calls for streamlined human resource management through a comprehensive scheme of service. Unfortunately, currently, there is no clearly defined scheme of service for the Anaesthesia cadre to facilitate the recruitment, motivation and retention of such a skilled workforce.

5. The current career progression and professional development were instituted several years back and urgently need review. It does not provide for Anaesthetists degree holders among others.
6. This cadre has low staff retention and motivation mainly stemming from a lack of paths for career development. The current structure does not allow the anaesthetic officer cadre to progress professionally. They join anaesthesia training with a Diploma and graduate with another Diploma. Their salary scale remains the same despite the new responsibilities. This has led to frustration and eventual attrition of this cadre. The overall national staffing level for anesthesia cadre is at only 56%.
7. To transform Uganda into a middle-income Country by 2021, the provision of quality anaesthesia, emergency and critical care services closer to the populace is a priority. The National Health Sector Development Plan aims at establishing and upgrading more health facilities to provide more complex surgical, and critical care services that require a higher level of skills in perioperative anaesthesia, critical care and emergency care. It is therefore a priority to develop and support strategies that will scale up the production of anaesthesia providers that can work independently at HCIVs and above while providing a high standard of peri-operative services, emergency care and critical care services.
8. In view of the above, this Scheme of Service has been developed to support and strengthen the functionality and professionalism of the anaesthesia cadre for meaningful contribution to the achievement of health sector objectives. In this regard, the nomenclature, job descriptions and person specifications of the anaesthesia cadre have been reviewed and rationalized.

The new designations and salary grading for anaesthesia cadre is as detailed in the table below:

a) Specialist Physician (Anesthesiologist)

S/N	Title	Scale	Qualifications
1.	Senior Consultant Anesthesiology (Obstetric, Pediatric, Critical Care, Orthopedic, Cardiothoracic, Neurosurgical Anesthesia)	U1SE	<ul style="list-style-type: none"> • A MBChB degree or its equivalent from a recognized University/Institution. • Either a Master of Medicine in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution • Proven record of research and publications is of an added advantage. • At least nine (9) years relevant working experience, three (3) of which must be at the

			<p>level of a Consultant Anesthesiologist in Government or the equivalent from a reputable Organisation.</p> <ul style="list-style-type: none"> Registered and licensed by Uganda Medical and Dental Practitioners Council.
2.	<p>Consultant Anesthesiology (Obstetric, Pediatric, Critical Care, Orthopedic, Cardiothoracic, Neurosurgical Anesthesia.)</p>	U1SE	<ul style="list-style-type: none"> A MBChB degree or its equivalent from a recognized University/Institution. Either a Master of Medicine in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution Proven record of research and publications is of an added advantage. At least (6) years relevant working experience, three (3) of which must be at the level of a Medical Officer SG (Anaesthesiologist) in Government or the equivalent from a reputable Organisation. Registered and licensed by Uganda Medical and Dental Practitioners Council.
3.	<p>Medical Office (SG) Anesthesia</p>	U2	<ul style="list-style-type: none"> A MBChB degree or its equivalent from a recognized University/Institution. Either a Master of Medicine in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution At least three (3) years relevant working experience as a Medical Officer in Government or the equivalent from a reputable Organisation. Registered and licensed by Uganda Medical and Dental Practitioners Council

b) Degree Holders

S/N	Title	Scale	Qualifications
1.	Principal Anaesthetic Officer	U2	<ul style="list-style-type: none"> • A Bachelor of Science in Anaesthesia, Anaesthesia, and Critical Care or its equivalent from a recognized University/Institution. • A Masters Degree in Public Health or the equivalent from a recognised University/Institution • A postgraduate qualification in either Health Service Management, Administration, Management, or the equivalent from a recognized University/Institution • At least six (6) years relevant working experience, three (3) of which must be at the level of a Senior Anaesthetic Officer in Government or the equivalent from a reputable Organisation. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license.
2.	Senior Anaesthetic Officer	U3	<ul style="list-style-type: none"> • A Bachelor of Science in Anaesthesia, Anaesthesia, and Critical Care or its equivalent from a recognized University/Institution. • At least three (3) years relevant working experience in Government or the equivalent from a reputable Organisation. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license
3.	Anaesthetic Officer	U4	<ul style="list-style-type: none"> • A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license

c) Diploma Holders

S/N	Title	Scale	Qualifications
1.	Principal Assistant Anaesthetic Officer	U3	<ul style="list-style-type: none"> • Must be a Clinical Officer or Registered Nurse/Midwife. • Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution. • A Certificate in either Administration or Management or the equivalent from a recognised Institution • At least six (6) years working experience as a Health Worker, three of which should be in Anaesthesia. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license
2.	Senior Assistant Anaesthetic Officer	U4	<ul style="list-style-type: none"> • Must be a Clinical Officer or Registered Nurse/Midwife. • Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution. • At least three (3) years working experience as a health worker. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license
3.	Assistant Anaesthetic Officer	U5	<ul style="list-style-type: none"> • Must be a Clinical Officer or Registered Nurse/Midwife. • Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license

9. Responsible Officers are required to make submissions on all the current serving Anaesthetists to the District Service Commissions and Health Service Commission, for re-designation by 30th December 2022.

10. Upon receipt of submissions, the District Service Commissions and Health Service Commission shall undertake the exercise to re-designate the Anaesthetists to reflect the new titles introduced under the scheme.
11. The level of Anaesthetic Assistants, Scale U7 will gradually be phased out as the incumbents retire or leave the service or get higher qualifications.
12. For advancement to the higher grades in the anaesthesia cadre, Anaesthetists must possess the prescribed minimum qualifications and experience required for appointment to the grades in accordance with the new Scheme of Service.
13. The recruitment of new entrants into the service will be dependent on the availability of wage and vacant positions.
14. Staffing norms of anaesthesia staff for the various health facilities will be provided in the respective restructuring reports.
15. The Ministry of Health will remain the parent Ministry of the anaesthesia cadre. The Ministry will be responsible for the strategic and professional development; professional guidance and establishment of professional standards, amongst other responsibilities.
16. The respective Responsible Officers will take full responsibility for the management of the day-to-day performance at work; periodic performance appraisal; remuneration; training; discipline and custody of personal and confidential records of the anaesthesia staff.
17. The Scheme of Service for the anaesthesia cadre is attached for information and implementation.
18. The contents of this circular should be brought to the attention of all Public Officers, for information and implementation.
19. This Circular is available on the Ministry website: www.publicservice.go.ug



Catherine Bitarakwate Musingwiire (Mrs.)
PERMANENT SECRETARY



MINISTRY OF PUBLIC SERVICE

SCHEMES OF SERVICE FOR ANAESTHESIA CADRE



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2022

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ACRONYMS

AO:	Anaesthetic Officer
AAO	Assistant Anaesthetic Officer
BScA	Bachelor of Science in Anaesthesia
CPD	Continuous Professional Development
ICU	Intensive Care Unit
EM	Emergency Medicine
HSDP	Health Sector Development Plan
HDU	High Dependency Unit
HC	Health Centre
HSC	Health Service Commission
GoU	Government of Uganda
GH	General Hospital
LG	Local Government
MDPC	Medical and Dental Practitioners Council
MoH	Ministry of Health
MSc:	Master of Science
MDAs	Ministries Departments and Agencies
MoPS	Ministry of Public Service
NGO	Non-Governmental Organisation
NRH	National Referral Hospital
PAAO	Principal Assistant Anaesthetic Officer
PhD	Philosophy of Higher Degree
PHC	Primary Health Care
RRH	Regional Referral Hospital
SAAO	Senior Assistant Anaesthetic Officer
UACE	Uganda Advanced Certificate of Education
AHPC	Allied Health Professionals Council

1.0 INTRODUCTION AND BACKGROUND

Anaesthesia in Uganda was established in the 1970s, mainly provided by expatriates and technicians. Although there is not much documentation during this time, it was mainly a technician-based specialty more often under surgery departments in the respective health facilities. The first Ugandan Physician Anesthesiologist, Dr. Kityo was trained in the early 1970s in the United Kingdom and later spear headed the establishment of the Department of Anaesthesia at the national referral hospital, Mulago. He was later joined by Drs. Catherine Omaswa, Henry Bukirwa, JVB Tindimwebwa and Cephas Mijumbi who later led a break away from surgery department and established an independent specialty.

Although the growth has been slow, anaesthesia in Uganda has made giant steps in the right direction. The specialty currently boasts of two postgraduate training programs in Anaesthesia and Critical Care, (Makerere and Mbarara Universities), two Anaesthesia Diploma programs at Mulago-Lacor Paramedical School and Gulu University, and a newly established Bachelor of Science degree in Anaesthesia at Busitema University. This is the first University to train non-physician graduates competent in anaesthesia, basic critical care and basic emergency medicine. Critical care and emergency care training has been lacking in the current diploma training, yet these are the frontline providers. Over the last 30 years, these institutions have produced 51 Physician Anaesthetists (Anesthesiologists) and over 350 non-Physician Anaesthetists. However, not all are in active service. There has been simultaneous advancement in anesthesia techniques and drugs, introduction of intensive care facilities, subspecialty training in anaesthesia and introduction of modern anaesthesia machines and monitors.

Furthermore, the specialty now has professional bodies i.e. the Association of Anesthesiologists of Uganda and Uganda Anesthetic Officers Association which are working with the Ministry of Health (MoH) to streamline anaesthesia and critical care training, research and service delivery in the Country.

According to the 2014 population census, Uganda has a population of over 37million people with a growth rate off 3.02%. The total number of health facilities capable of conducting surgical operations are 5 National Referral Hospitals (NRHs), 16 Regional Referral Hospitals (RRHs), 144 General Hospitals (GHs), 197 Health Centre (HCIVs). Only 66% of HC IVs have anaesthesia services available; critical care services are available in only 37.4% of the hospitals. The rest lack the human resource: anaesthesia, emergency care and critical care skilled workforce required to run them.

The number of physician and non-physician Anaesthetists graduating each year is meager and cannot fill the ever-widening gaps. As a means of temporarily closing the gap, the government trained Anesthetic Assistants between 2001 and 2003. Ten years down the road, almost all have long parted with anaesthesia and either went into business or joined other professions.

The health workforce is still a key bottleneck for the appropriate provision of health services, with challenges in adequacy of numbers and skills, retention, motivation, and service delivery challenges.

1.1 Definition of terms and anaesthesia function

1.1.1 Definition of terms

Anaesthesia is a state of controlled, temporary loss of sensation or awareness that is induced for medical purposes. Anesthesia enables the painless performance of medical procedure that would otherwise cause severe or intolerable pain to an unanesthetized patient or would otherwise be technically unfeasible. In Uganda, Anaesthesia is mainly administered by Anaesthetic Officers/ Anaesthetists, who have completed a two-year Diploma in Anaesthesia under the supervision of anesthesiologists.

Anesthesiology is the medical specialty concerned with the total perioperative care of patients before, during and after surgery. It encompasses anesthesia, intensive care medicine, critical emergency medicine, and pain medicine. A physician specialized in this field of medicine is called an Anesthesiologist. The various specialties include; obstetric, pediatric, critical care, orthopedic, cardiothoracic and neurosurgical anesthesia.

In this scheme therefore the term **Anesthesiologist** refers to a MBChB Medical Doctor who has specialized in anesthesia registered and licensed by Uganda Medical and Dental Practitioners Council, while **Anaesthetists** refers to an Anaesthetic Officer, who has a Diploma or Degree in Anaesthesia, registered, gazetted and licensed by the Allied Health Professional Council.

1.2 Anaesthesia function

Almost all surgical and invasive diagnostic and interventional procedures require some form of anaesthesia, airway management and perioperative care. Anaesthesia is a specialty of medicine which provides these services including emergency care, trauma, pain and crisis management, resuscitation and retrieval or transfer, as well as monitoring and improving safety in the hospital. The anaesthesia function includes the:

- a) Organization and coordination of anaesthesia, emergency and critical care services.
- b) Provision of quality anaesthesia, emergency and critical care to patients.
- c) Co-ordination of safe patient care during both intra and inter-hospital transfers.
- d) Provision of 24-hour coverage of anaesthesia and critical care services in the hospital.
- e) Evaluation and referral of patients for specialised anaesthesia and critical care services.
- f) Conducting research in the respective specialties.
- g) Planning, coordinating and conducting continuing professional development programs.

h) Conducting support supervision of anaesthesia and critical care services

Generally, Anaesthesiologists and Anaesthetists conduct emergency response, pre- operative, intraoperative, postoperative care and management of patients.

1.3 Current Grading of the Anaesthesiologists in Uganda

Table 1: Current grading of the Anaesthesiologists within the healthcare system in Uganda

SN	Title	Scale	Qualifications
1.	Senior Consultant (Anaesthesia)	U1SE (Med)	<ul style="list-style-type: none"> • MBChB. Degree or its equivalent from a recognized University or Institution. • Master of Medicine Degree in Anaesthesia or its equivalent from a recognized University or Institution. • At least nine (9) years' experience at specialist level, three (3) of which must be at the level of Consultant (Anaesthesia). • Proven record of research and publications is of an added advantage. • Registered and licensed by Uganda Medical and Dental Practitioners Council
2.	Consultant (Anaesthesia)	U1SE (Med)	<ul style="list-style-type: none"> • MBChB. Degree or its equivalent from a recognized University or Institution. • Master of Medicine Degree in Anaesthesia or its equivalent from a recognized University or Institution. • At least six (6) years' experience at specialist level, three (3) of which must be at the level of Medical Officer Special Grade (Anaesthesia). • Proven record of research and publications is of an added advantage. • Registered and licensed by Uganda Medical and Dental Practitioners Council
3.	Medical Officer (SG) Anaesthesia	U2 (Med)	<ul style="list-style-type: none"> • MBChB Degree or its equivalent from a recognized University or Institution. • Master of Medicine Degree in Anaesthesia or its equivalent from a recognized University or Institution. • Registered and licensed by Uganda Medical and Dental Practitioners Council

Table 2: Current grading of the Anaesthetists within the healthcare system in Uganda

S/N	Title	Scale	Qualifications
1.	Principal Anaesthetic Officer	U3 (Med2)	<ul style="list-style-type: none"> • Clinical Officer or Registered Nurse/Midwife. • A Diploma in Anaesthesia or its equivalent from a recognized Institution. • At least six (6) years' experience as a Health Worker, three of which should be in Anaesthesia. • Registered and licensed by the Allied Health Professionals Council.
2.	Senior Anaesthetic Officer	U4 (Med2)	<ul style="list-style-type: none"> • Clinical Officer or a Registered Nurse/Midwife. • A Diploma in Anaesthesia or its equivalent from a recognized Institution. • At least three (3) years' experience in Anaesthesia. • Registered and licensed by the Allied Health Professionals Council.
3.	Anaesthetic Officer	U5 (Med2)	<ul style="list-style-type: none"> • A Diploma in Clinical Medicine, Nursing or Midwifery with a Diploma in Anesthesia from a recognized Institution. • Registered and licensed by the Allied Health Professionals Council.
4.	Anaesthetic Assistants	U7 (Med2)	<ul style="list-style-type: none"> • Certificate in Anesthesia from a recognized Institution. • Registered and licensed by the Allied Health Professionals Council.

The current career progression and professional development was instituted several years back and urgently needs review. It does not provide for Anaesthetists degree holders among others. The Anaesthesia cadre lacks a clear scheme of service. This document therefore presents a revised scheme of service which incorporates the new advances in human resource development and healthcare delivery.

1.4 Justification for revising the scheme of service

The important role played by the Anaesthesia cadre in delivery of healthcare requires having a motivated and skilled workforce. The unique nature of anaesthesia and critical care services calls for a streamlined human resource management through a comprehensive scheme of service. Unfortunately, currently there is no clearly defined scheme of service for the Anaesthesia cadre to facilitate the recruitment, motivation and retention of such a skilled workforce.

Low staff retention and motivation mainly stems from a lack of paths for career development. The current structure does not allow the Anaesthetic Officer cadre to progress professionally.

They join anaesthesia training with a Diploma and graduate with another Diploma. Their salary scale remains the same despite of the new responsibilities. This has led to frustration and eventual attrition of this cadre. The overall national staffing level for anesthesia cadre is at only 56%.

Inadequate remuneration further undermines efforts at recruitment, retention and effective service provision. The current single-spine salary structure does not take into account the differences in professions despite the qualification. Despite having bigger and more challenging responsibilities, anesthetists are paid the same as any other diploma holders. This is not commensurate to their work.

In the current staffing structure, there are no management positions to provide the much-needed visionary leadership, setting and monitoring of standards, health policy formulation and analysis, co-ordination with regulatory bodies, and creation of a sense of direction in anaesthesia and critical care in Uganda.

As we strive to transform Uganda into a middle-income Country by 2021, provision of quality anaesthesia, emergency and critical care services closer to the populace is a priority. The national health development plan aims at establishing and upgrading more health facilities to provide more complex surgical, and critical care services that require a higher level of skills in perioperative anaesthesia, critical care and emergency care. It is therefore a priority to develop and support strategies that will scale up the production of anaesthesia providers that can work independently at HCIVs and above while providing a high standard of peri-operative services, emergency care and critical care services.

1.5 Objectives of the Scheme of Service

1.5.1 Main objective of the scheme

The main objective of the scheme of service is to provide for a clearly defined career structure which will facilitate attraction, motivation, and retention of suitably qualified and competent Anaesthesia Professionals in the Public Service for improved health service delivery.

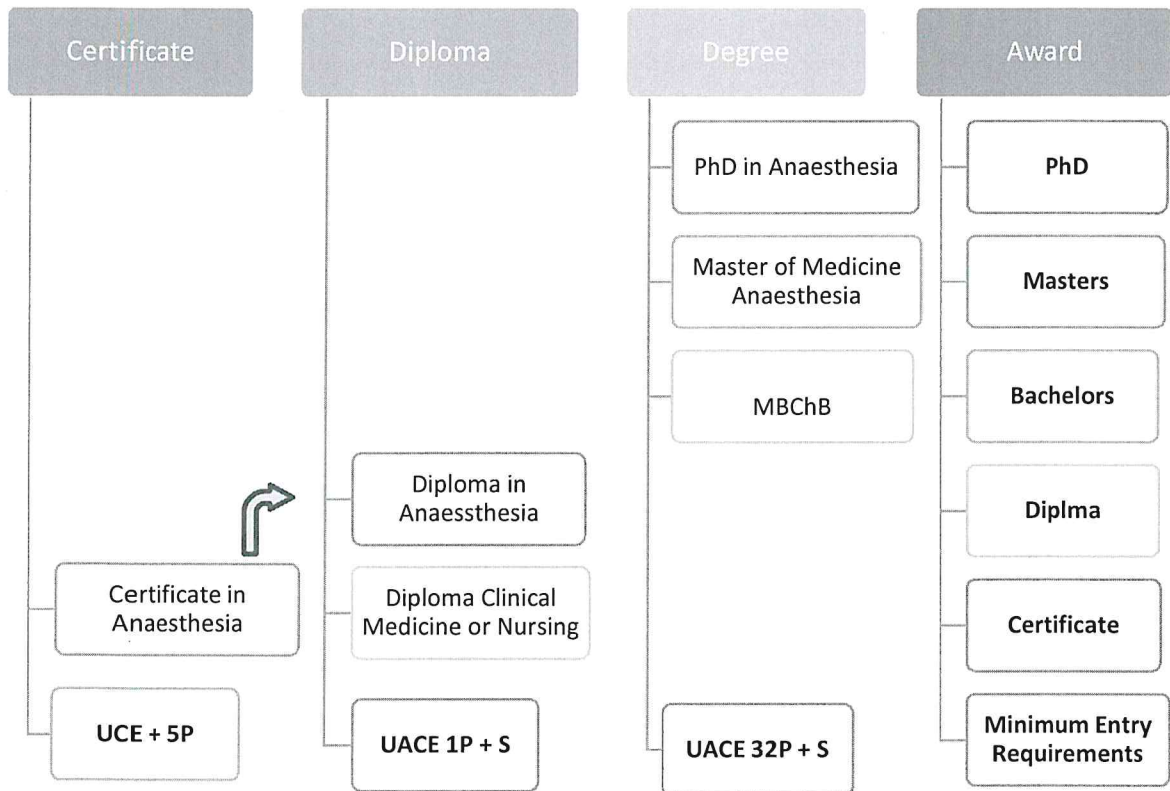
1.5.2 Specific objectives

The specific objectives of the scheme are to:

- a) Provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure.
- b) Establish standards for recruitment, training and advancement within the career structure.
- c) Provide for appropriate career planning and succession management

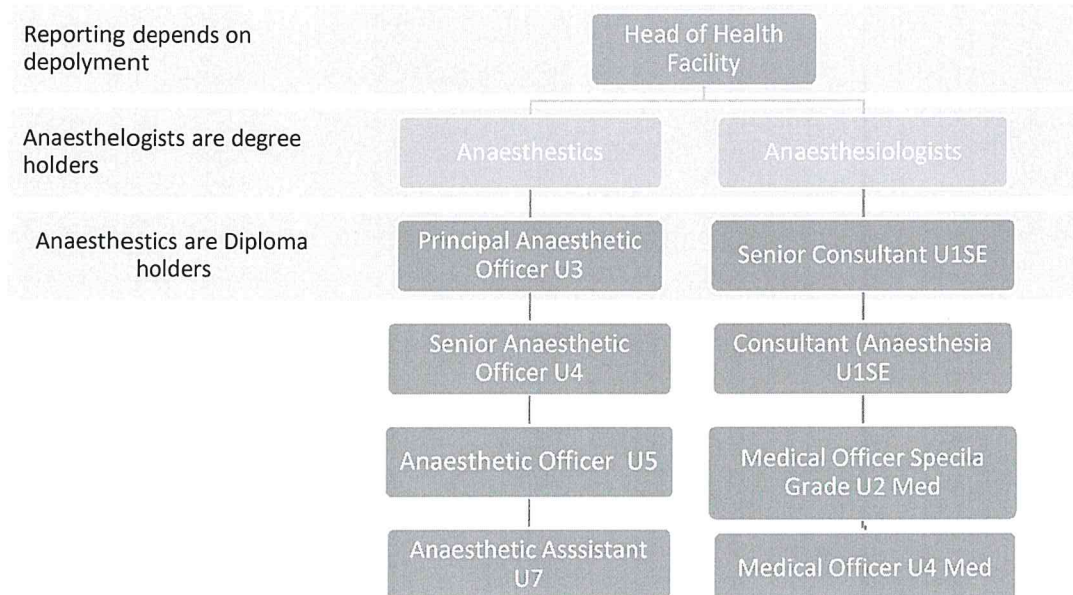
2.0 CURRENT PROFESSIONAL GROWTH AND ADVANCEMENT FOR ANAESTHESIA CADRE IN UGANDA

Figure 1: Current Professional Growth and Advancement for Anaesthesia Cadre in Uganda



2.1 Current Career Progression for the Anaesthesia Professionals

Figure 2 shows the current career progression for the Anesthesia professionals in Uganda.



2.2 Current educational programs in Anaesthesia and Critical Care

Certificate Level

- a) Certificate in Theatre Techniques
- b) Certificate in Anaesthesia

Diploma Level

- a) Diploma in Anaesthesia.
- b) Advanced Diploma in Anaesthesia.

Degree Level

Bachelor of Science in Anaesthesia.

Post Graduate Level

- a) Master of Medicine in Anaesthesia.
- b) Master of Medicine in Anaesthesia and Critical Care.
- c) Fellowship in Anaesthesia and Critical Care

3.0 ADMINISTRATION AND MANAGEMENT OF THE SCHEME

The responsibility for the proper and effective administration of this scheme of service shall rest with the Permanent Secretary Ministry of Health, Health Service Commission, Directors of Regional Referral Hospitals, National Referral Hospitals, Chief Administrative Officers, and Town Clerks in the respective Local Governments.

On the other hand, Ministries of Health and Public Service, Health Service Commission and the respective District Service Commissions shall be responsible for the review and filling of the respective positions. In administering the Scheme, the Permanent Secretary Ministry of Health will ensure that all the provisions are strictly observed for fair and equitable treatment of all Anaesthesia professionals in Uganda.

3.1 Staff Performance

Upon deployment, the respective Responsible Officer shall have full responsibility for the management of the Anaesthesia staff. The Responsible Officer's responsibility shall include:

- a) Management of the Anaesthesia staff day to day performance at work
- b) Performance planning, monitoring, performance appraisals, rewards and performance improvement.
- c) Pay, staff training, development and discipline
- d) Custody of personal and confidential records of the Anaesthesia staff.

3.2 Management Guidelines of the Scheme of Service

The general management guidelines shall be as follows:

3.2.1 Implementation of the Anaesthesia Scheme

In implementation of the scheme, the positions shall be re-designated to reflect the new titles introduced under the scheme.

3.2.2 Creation of Posts

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

3.2.3 Recruitment and Promotion

- a) When filling a post that is provided for under the available wage bill for that financial year, the MDAs will directly declare the vacancies to the respective service

commissions for filling. However, where there is no wage provision for filling the position in that financial year, the MDA shall declare the vacant post to the Ministry of Public Service for clearance.

- b) Serving Officers with the required qualifications, relevant experience and competences as prescribed in this Scheme of Service shall be eligible for promotion following interviews with the relevant Service Commission. Promotions will be on merit.
- c) Attainment of higher qualifications does not lead to automatic promotion. Upon attainment of higher qualifications, Anaesthesia staff will only qualify for promotion subject to the availability of the vacancies and the wage.

3.2.4 Deployment and staff rotation

- a) Anaesthesia staff in MDAs will be deployed according to the available positions and need.
- b) In the case of Local Governments, the Responsible Officer will be responsible for the posting to various departments or sections.
- c) Responsible Officers shall ensure that Anaesthesia staff are rotated at least after every three years for purposes of job enrichment and enlargement.

3.2.5 Training

- a) Training will be initiated and financed by the respective Ministries, Departments, Agencies (MDAs) and Local Governments where the Officers will be serving. The MDAs and Local Governments will consult the Ministries of Health, Public Service and Education and Sports for professional and policy guidance.
- b) Newly recruited Anaesthesia staff and those transferred shall be oriented and inducted into the service by the respective Ministries, Departments, Agencies and Local Governments.
- c) For professional training that is not available in the Country, arrangements should be made for training abroad; consistent with the needs of the work of the individual within available resources.
- d) The successful completion of relevant management and professional training will normally be considered in the promotion process. Long term training in the relevant field will attract annual salary increment in accordance with the Uganda Public Service Standing Orders.

4.0 REVISED STRUCTURE FOR ANAESTHESIA CADRE

The table 3 below shows the recommended career structure for Anaesthesia cadre in Uganda.

a) Specialist Physician (Anesthesiologist)

S/N	Title	Scale	Qualifications
1.	Senior Consultant Anesthesiology (Obstetric, Pediatric, Critical Care, Orthopedic, Cardiothoracic, Neurosurgical Anesthesia)	U1SE	<ul style="list-style-type: none"> • A MBChB degree or its equivalent from a recognized University/Institution. • Either a Master of Medicine in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution • Proven record of research and publications is of an added advantage. • At least nine (9) years relevant working experience, three (3) of which must be at the level of a Consultant Anesthesiologist in Government or the equivalent from a reputable Organisation. • Registered and licensed by Uganda Medical and Dental Practitioners Council
2.	Consultant Anesthesiology (Obstetric, Pediatric, Critical Care, Orthopedic, Cardiothoracic, Neurosurgical Anesthesia.)	U1SE	<ul style="list-style-type: none"> • A MBChB degree or its equivalent from a recognized University/Institution. • Either a Master of Medicine in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution • Proven record of research and publications is of an added advantage. • At least (6) years relevant working experience, three (3) of which must be at the level of a Medical Officer SG (Anesthesiologist) in Government or the equivalent from a reputable Organisation. • Registered and licensed by Uganda Medical and Dental Practitioners Council
3.	Medical Office (SG) Anesthesiology	U2	<ul style="list-style-type: none"> • A MBChB degree or its equivalent from a recognized University/Institution. • Either a Master of Medicine in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution • At least three (3) years relevant working experience as a Medical Officer in Government or the equivalent from a reputable Organisation. • Registered and licensed by Uganda Medical and Dental Practitioners Council

b) Degree Holders

S/N	Title	Scale	Qualifications
	Principal Anaesthetic Officer	U2	<ul style="list-style-type: none"> • A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution. • A Master's degree in Public Health or the equivalent from a recognised University/Institution • A post graduate qualification in either Health Service Management Administration, Management, or the equivalent from a recognized University/Institution • At least six (6) years relevant working experience, three (3) of which must be at the level of a Senior Anaesthetic Officer in Government or the equivalent from a reputable Organisation. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license
	Senior Anaesthetic Officer	U3	<ul style="list-style-type: none"> • A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution. • At least three (3) years relevant working experience in Government or the equivalent from a reputable Organisation. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license
	Anaesthetic Officer	U4	<ul style="list-style-type: none"> • A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution. • Registered and gazetted by Allied Health Professional Council, with a valid practicing license

c) Diploma Holders

#	Title	Scale	Qualifications
	Principal Assistant Anaesthetic Officer	U3	<ul style="list-style-type: none"> • Must be a Clinical Officer or Registered Nurse/Midwife. • Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution. • A Certificate in either Administration or Management or the equivalent from a recognised Institution • At least six (6) years working experience as a Health Worker, three of which should be in Anaesthesia.

			<ul style="list-style-type: none"> Registered and gazetted by Allied Health Professional Council, with a valid practicing license
	Senior Assistant Anaesthetic Officer	U4	<ul style="list-style-type: none"> Must be a Clinical Officer or Registered Nurse/Midwife. Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution. At least three (3) years working experience as a health worker. Registered and gazetted by Allied Health Professional Council, with a valid practicing license
	Assistant Anaesthetic Officer	U5	<ul style="list-style-type: none"> Must be a Clinical Officer or Registered Nurse/Midwife. Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution. Registered and gazetted by Allied Health Professional Council, with a valid practicing license

4.1 Issues and Recommendations

- a) New appointees, with an Advanced Diploma in Anaesthesia will be considered for appointment on promotion as Senior Assistant Anesthetic Officer, salary scale U4 on merit and competitive basis since they would be already serving officers holding a Diploma in either Clinical Medicine, Nursing or Midwifery.
- b) The level of Anaesthetic Assistants, Scale U7 will gradually phased out as the incumbents retire or leave the service or get higher qualifications.
- c) A course in Master of Science in Anaesthesia should be introduced in Uganda because currently it is only tenable abroad.
- d) Serving Anaesthesiologists and Anaesthetists will adopt and convert as appropriate to the equivalent new designations provided in the Scheme of Service.
- e) In case the serving Officer does not possess the minimum requirement for the higher grade, he or she will be deployed in a position at the same level for which he or she is qualified. In case this is not possible, the Officer will be given a grace period of three (3) years within which to acquire the required qualifications for retention, failure of which he or she will be considered for retirement in accordance with the public service regulations.
- f) Staffing norms of Anaesthetic staff for the various health facilities will be provided in the respective restructuring reports

5.0 JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

Job title:	Senior Consultant (Obstetric, Paediatric, Critical Care, Orthopaedic, Cardiothoracic, Neurosurgical Anaesthesia.)
Salary scale:	U1SE
Reports to:	Executive Director or Hospital Director
Directly supervise:	Consultant or Medical Officer (SG) Anaesthesia
Job purpose:	To provide specialized anaesthetic services and high-level technical leadership

Key as duties and responsibilities

- a) Providing leadership in the management and provision of specialised anaesthetic services.
- b) Providing specialised perioperative care to patients.
- c) Overseeing continuous quality improvement processes in specialised perioperative care.
- d) Overseeing support supervision programmes in anaesthesia and critical care for lower level health facilities.
- e) Supervising, training and mentoring Consultants, Medical Officers Special Grade, Medical Officers, and other health professionals.
- f) Coordinating continuing medical education programmes in anaesthesia.
- g) Planning and coordinating research in his/her area of specialization.
- h) Providing specialised technical and professional advice to Government and health institutions.
- i) Advise on the procurement of specialised equipment, drugs and other logistics required for efficient and effective delivery of anaesthesia services
- j) Promoting observance of the professional Codes of Conduct and Ethics

Person specifications

I. Qualifications

- a) A MBChB degree or its equivalent from a recognized University/Institution.
- b) Either a Master of Medicine degree in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution
- c) Proven record of research and publications is of an added advantage.
- d) Registered and licensed by Uganda Medical and Dental Practitioners Council

II. Experience

At least nine (9) years relevant working experience, three (3) of which must be at the level of a Consultant (Anaesthesia) in Government or the equivalent from a reputable organisation.

III. Competencies

Technical Competencies

a) Strategic thinking

Can align current action with strategic goals, objectives and priorities of the organization/government

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour

c) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

Behavioural Competencies

a) Results orientation

Able to link the organizational objectives to the national planning frameworks

Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

b) Leadership

Models leadership for others and takes ownership on important business and operational issues.

Is willing to champion new innovative approaches and initiatives that can lead to success.

Leads the change process and creates a sense of urgency to achieve desired change.

Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

c) Concern for quality and standards

Sets up new procedures and establishes a system for measuring and monitoring compliance.

Communicates and reinforces standards.

Uses initiative to define quality criteria or standards for the performance

d) Accountability

Can enforce accountability for individual and organizational performance

Upholds the principles of value for money

Job title:	Consultant (Obstetric, Paediatric, Critical Care, Orthopaedic, Cardiothoracic, Neurosurgical Anaesthesia.)
Salary scale:	UISE
Reports to:	Senior Consultant (Anesthesiology) or Head of health Institution
Directly supervise:	Medical Officer (Special Grade) Anaesthesia
Job purpose:	To provide specialized anaesthetic services, technical leadership and support research.

Key duties and responsibilities

- a) Assisting the Senior Consultant in providing leadership in the management and provision of specialised anaesthetic services.
- b) Providing specialised perioperative care to patients.
- c) Assisting the Senior Consultant to continuously improve quality management processes in specialised perioperative care.
- d) Planning and conducting support supervision programmes in anaesthesia and critical care for lower level health facilities.
- e) Supervising, training and mentoring Medical Officers Special Grade, Medical Officers, and other health professionals.
- f) Planning and conducting continuing medical education programmes in anaesthesia.
- g) Planning and coordinating research in his/her area of specialization.
- h) Providing specialised technical and professional advice to Government and health institutions.
- i) Advise on the procurement of specialised equipment, drugs and other logistics required for efficient and effective delivery of anaesthesia services
- j) Promoting observance of the professional Codes of Conduct and Ethics

Person specifications

I. Qualifications

- a) A MBChB degree or its equivalent from a recognized University/Institution.
- b) Either a Master of Medicine degree in Anaesthesia, Anaesthesia and Critical Care or the equivalent from a recognized University /Institution.
- c) Proven record of research and publications is of an added advantage.
- d) Registered and licensed by Uganda Medical and Dental Practitioners Council.

II. Experience

At least six (6) years relevant working experience, three (3) of which must be at the level of a Medical Officer, Special Grade (Anaesthesia) in Government or the equivalent from a reputable organisation.

III. Competencies

Technical Competencies

a) Strategic thinking

Can align current action with strategic goals, objectives and priorities of the organization/government

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour

c) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

Behavioural Competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.
- Uses initiative to define quality criteria or standards for the performance

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change.
- Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

d) Accountability

- Can enforce accountability for individual and organizational performance
- Upholds the principles of value for money

Job title: Medical Officer Special Grade (Obstetric, Paediatric, Critical Care, Orthopaedic, Cardiothoracic, Neurosurgical)

Anaesthesia.)

Salary scale:	U2
Reports to:	Consultant (Anesthesiology)
Directly supervise:	Principal Anaesthetic Officer
Job purpose:	To provide specialised anaesthetic services, train and conduct research

Duties and Responsibilities

- a) Providing anaesthesia and critical care for everyone including high risk patients requiring specialist care.
- b) Assisting the Consultant in providing efficient and effective management of anaesthesia, critical care and pain management services
- c) Treating and managing medical conditions and performing specialist clinical procedures in anaesthesia and critical care.
- d) Conducting continuous specialized quality improvement processes in perioperative care.
- e) Supervising and mentoring Anaesthetic Officers and Assistant Anaesthetic Officers, Medical Officers and other Health Professionals under him/her.
- f) Conducting support supervision programmes in anaesthesia and critical care for lower level health facilities.
- g) Training and supervising Intern Doctors
- h) Planning and conducting specialized anaesthesia and critical care CPD session.
- i) Planning and conducting operational research in anaesthesia and critical care.

Person specifications

I. Qualifications

- a) A MBChB degree or its equivalent from a recognized University/Institution.
- b) Either a Master of Medicine degree in Anaesthesia and Critical Care or the equivalent from a recognized University /Institution
- c) Registered and licensed by Uganda Medical and Dental Practitioners Council.

II. Experience

At least six three (3) years relevant working experience as a Medical Officer in Government or the equivalent from a reputable Organisation.

III. Competencies

Technical Competencies

a) Strategic thinking

Can align current action with strategic goals, objectives and priorities of the organization/government

b) Coaching and mentoring

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior

c) Planning, organizing and coordinating

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.

Behavioural competencies

d) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

e) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change.
- Has genuine passion about the vision and successfully instils in others to align the organization with the changed vision.

f) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.
- Uses initiative to define quality criteria or standards for the performance

g) Accountability

- Can enforce accountability for individual and organizational performance
- Upholds the principles of value for money

Job title:	Principal Anaesthetic Officer
Salary scale:	U2
Reports to:	Medical Officer (Special Grade) (Anesthesiology)
Directly supervise:	Senior Anaesthetic Officer
Job purpose:	To provide technical and managerial leadership in the delivery of anaesthetic services

Duties and Responsibilities

- a) Assisting the Medical Officer Special Grade (Anaesthesia) to organise and coordinate anaesthesia, emergency and critical care services in the hospital.
- b) Providing quality anaesthesia, emergency and critical care to patients.
- c) Co-ordinating safe patient care during both intra and inter-hospital transfers.
- d) Providing 24-hour coverage of anaesthesia and critical care services in the hospital.
- e) Evaluating and referring patients for specialised anaesthesia and critical care services.
- f) Participating in research activities.
- g) Conducting continuing professional development programs.
- h) Preparing and submitting periodic reports.
- i) Participating in support supervision of anaesthesia and critical care services
- j) Managing the performance of staff.

Person specifications

I. Qualifications

- a) A Bachelor of Science in Anaesthesia or its equivalent from a recognized University/Institution.
- b) A Master's degree in Public Health or the equivalent from a recognized University/Institution
- c) A post graduate qualification in either Health Service Management, Administration, Management, or the equivalent from a recognized University/Institution
- d) Registered and gazetted by AHPC, with a valid practicing license

II. Experience

At least six (6) years relevant working experience, three (3) of which must be at the level of a Senior Anaesthetic Officer in Government or the equivalent from a reputable Organisation.

III. Competencies

Technical competencies

a) **Planning, organizing and coordinating**

Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups working together.

b) **Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior.

c) Financial management

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

d) Human Resource Management

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can assess staff performance

Behavioural competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Leads the change process and creates a sense of urgency to achieve desired change

d) Problem solving and decision making

Takes care of macro and long-term consequences of decisions

Job title:	Senior Anaesthetic Officer
Salary scale:	U3
Reports to:	Principal Anaesthetic Officer
Directly supervise:	Anaesthetic Officer
Job purpose:	To conduct advanced anaesthetic services

Duties and Responsibilities

- a) Assisting the Principal Anaesthetic Officer to organise and coordinate anaesthesia, emergency and critical care services in the hospital.
- b) Providing safe, quality, emergency, anaesthesia and critical care services to patients
- c) Providing safe patient care during both intra and inter-hospital transfers
- d) Providing 24-hour coverage of anaesthesia and critical care services in the hospital.
- e) Evaluating and referring patients for specialised anaesthesia and critical care services.
- f) Participating in research activities and health data collection.
- g) Participating in continuing professional development programs.
- h) Prepare and submit periodic reports.
- i) Participating in support supervision of anaesthesia and critical care services
- j) Managing performance of staff.
- k) Participating in planning and budgeting for the hospital.

Person specifications

I. Qualifications

- a) A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

II. Experience

At least six three (3) years relevant working experience in Government or the equivalent from a reputable Organisation.

III. Competencies

Technical competencies

- a) **Planning, organizing and coordinating**
Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.
- b) **Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behavior.

c) Financial management

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

d) Human Resource Management

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters.
- Can delegate and supervise staff
- Can assess staff performance

Behavioural competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

d) Problem solving and decision making

Takes care of macro and long-term consequences of decisions

Job title:	Anaesthetic Officer
Salary scale:	U4
Reports to:	Senior Anaesthetic Officer
Directly supervise:	Assistant Anaesthetic Officer
Job purpose:	To conduct advanced anaesthetic services

Key duties and Responsibilities

- a) Providing safe, quality, emergency, anaesthesia and critical care services to patients.
- b) providing safe patient care during both intra and inter-hospital transfers
- c) Evaluating and referring patients for specialized anaesthesia and critical care services.
- d) Assisting the Senior Anaesthetic Officer to establish basic emergency and critical care services for patients
- e) Conducting referrals for specialised anaesthesia and critical care services.
- f) Participating in research activities and health data management.
- g) Participating in continuing Professional Development Programs.
- h) Managing performance of staff.
- i) Participating in disaster management activities.
- j) Enforcing professional ethics and Service Codes of Conduct.
- k) Managing information and records in anaesthesia and critical care.

Person specifications

I. Qualifications

- a) A Bachelor of Science in Anaesthesia, Anaesthesia and Critical Care or its equivalent from a recognized University/Institution.
- b) Registered and gazetted by AHPC, with a valid practicing license

II. Experience

No previous working experience is required.

III. Competencies

Technical Competencies

- a) **Planning, Organizing and Coordinating**
 - Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
 - Anticipates problems, takes advantage of opportunities and effectively deals with them.
- b) **Coaching and Mentoring**

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Gives detailed instructions and/or on-the-job demonstration.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behavior that produces positive outputs.

c) Time management

- Plans daily, weekly, quarterly, monthly and annually
- Maintains an organized work environment with easy access to necessary resources and files and with minimal clutter
- Uses an effective personal planning and scheduling tool
- Maintains an organized filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Managing Employee Performance

- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review
- Understands the organization's goals and objectives

Behavioural Competencies

a) Concern for Quality and Standards

- Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records
- Acts to improve performance and to ensure success.
- Monitors progress against key criteria

b) Results orientation

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

c) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others.

Job title:	Principal Assistant Anaesthetic Officer
Salary scale:	U3
Reports to:	Principal Anaesthetic Officer/ Medical superintendent
Directly supervise:	Senior Assistant Anaesthetic Officer
Job purpose:	To administer anaesthesia and manage patients

Key duties and Responsibilities

- a) Planning, budgeting, coordination, monitoring and evaluation of anaesthetic activities
- b) Preparing patients for anaesthesia.
- c) Administering anaesthesia to patients.
- d) Managing post-operative patients.
- e) Resuscitating patients.
- f) Supervising anaesthetic services
- g) Imparting knowledge and skills to students and staff.
- h) Requisitioning for equipment and other supplies.
- i) Secure and maintaining anaesthesia equipment
- j) Initiating and participating in research activities.
- k) Enforce adherence to Professional Code of Conduct and Ethics.
- l) Carrying out human resource management activities like identifying manpower needs, training, promotional, leave and deployment.
- m) Compiling and submitting reports.

Person specifications

I. Qualifications

- a) Must be a Clinical Officer or Registered Nurse/Midwife.
- b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- c) A post basic qualification in either health service management, administration or the equivalent from a recognized institution
- d) Registered and gazetted by AHPC, with a valid practicing license

II. Experience

At least six (6) years as a Health Worker, three (3) of which should be in Anaesthesia.

III. Competencies

Technical competencies

- a) Planning, organizing and coordinating**
Demonstrates an in depth understanding of linkages and relationships between organizations and takes timely actions in facilitating groups and departments working together.
- b) Coaching and mentoring**

- Helps build self-esteem, awareness and confidence through honest discussion of issues and discussions
- Sets high expectations of performance and encourages winning behaviour.

c) Financial management

- Can identify and lobby key stakeholders
- Can fit the organizational/departmental budget into the macro economic framework
- Can establish a link between provision of financial resources and other resources

d) Human Resource Management

- Has the knowledge required to provide guidance to the organization and stakeholders about HR policy matters
- Can delegate and supervise staff
- Can assess staff performance

Behavioural Competencies

a) Concern for quality and standards

- Sets up new procedures and establishes a system for measuring and monitoring compliance.
- Communicates and reinforces standards.

b) Results orientation

- Able to link the organizational objectives to the national planning frameworks
- Able to direct the organization towards achieving its overall objectives and to contribute to the national objectives.

c) Leadership

- Models leadership for others and takes ownership on important business and operational issues.
- Is willing to champion new innovative approaches and initiatives that can lead to success.
- Leads the change process and creates a sense of urgency to achieve desired change

d) Problem solving and decision making

Takes care of macro and long-term consequences of decisions

Job title:	Senior Assistant Anaesthetic Officer
Salary scale:	U4
Reports to:	Principal Assistant Anaesthetic Officer
Directly supervise:	Assistant Anaesthetic Officer
Job purpose:	To administer anaesthesia and manage patients

Key duties and Responsibilities

- a) Preparing patients for anaesthesia.
- b) Administering anaesthesia to patients.
- c) Managing post-operative patients.
- d) Participating in the resuscitation of patients.
- e) Participating in planning, directing, budgeting, coordination, monitoring and evaluation of Anaesthetic activities in the unit.
- f) Managing and accounting for allocated resources.
- g) Supervising and coordinating anaesthetic services in the hospital.
- h) Requisitioning for equipment and other supplies.
- i) Ensuring that equipment is functional and well maintained.
- j) Initiating and participating in research activities.
- k) Imparting knowledge and skills to students and staff.
- l) Ensuring that staff adhere to Professional Code of Conduct and Ethics.
- m) Training, promotional, leave and deployment.
- n) Compiling and submitting reports.

Person specifications

I. Qualifications

- a) Must be a Clinical Officer or Registered Nurse/Midwife.
- b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- c) Registered and gazetted by AHPC, with a valid practicing license

II. Experience

At least three (3) years as a health worker.

III. Competencies

Technical Competencies

a) Planning, Organizing and Coordinating

- Adjusts plan appropriately and takes initiative to follow through rather than wait for problems.
- Anticipates problems, takes advantage of opportunities and effectively deals with them.

b) Coaching and Mentoring

- Provides routine exchange of knowledge with others to help them carry out assignments.
- Gives detailed instructions and/or on-the-job demonstration.
- Listens for appropriate responses and provides encouragement and support for action.
- Reinforces behaviour that produces positive outputs.

c) Time management

- Plans daily, weekly, quarterly, monthly and annually
- Maintains an organized work environment with easy access to necessary resources and files
- Uses an effective personal planning and scheduling tool
- Maintains an organized filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Managing Employee Performance

- Is familiar with the present performance management system within the organisation and follows guidelines and standards for formal performance planning and review
- Understands the organization's goals and objectives.

Behavioural Competencies

a) Concern for Quality and Standards

- Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability.
- Maintains current and thorough records
- Acts to improve performance and to ensure success.
- Monitors progress against key criteria

b) Results orientation

- Aware of the mission, goals, strategic objectives and key outputs of the organization and own department
- Able to link the objectives and outputs of the department to his/her own job.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Strives to improve results.

c) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions
- for consistency with accepted values and standards
- Openly advocates for observance of ethical values and principles to others

Job title:	Assistant Anaesthetic Officer
Salary scale:	U5
Reports to:	Senior Assistant Anaesthetic Officer
Directly supervise:	Anaesthetic Assistant
Job purpose:	To administer anesthesia and manage patients in Theatre

Key duties and Responsibilities

- a) Planning and budgeting for Anaesthetic activities in the hospital;
- b) Preparing patients for anesthesia and administering it;
- c) Providing pre and post-operative care to patients;
- d) Providing resuscitation services in case of emergency and disaster situations
- e) Maintaining anesthetic operational equipment and ensuring their functionality;
- f) Requisitioning and accounting for anesthetic materials and sundries;
- g) Supervising and appraising staff;
- h) Adhering to professional and service code of conduct and ethics;

Person specifications

I. Qualifications

- a) Must be a Clinical Officer or Registered Nurse/Midwife.
- b) Must have a Diploma in Anaesthesia or its equivalent from a recognized Institution.
- c) Registered and gazetted by AHPC, with a valid practicing license.

II. Experience

At least three (3) years as a health worker.

III. Competencies

Technical competencies

a) Records and Information Management

- Collects, creates and receives records
- Identifies, retrieves, circulates and monitors records
- Respects and maintains the nature of records and information entrusted to him/her

b) Management of organizational environment

- Is aware of his/her job and what needs to be done
- Understands the contributions of the job in relation to the mission of the department and organization
- Can identify the key stakeholders and the nature of the relationship.

c) Time management

- Maintains an organized work environment with easy access to necessary resources and files
- Maintains an organized filing system
- Takes specific steps to evaluate how time is used and to eliminate time wastage

d) Information Communication Technology (ICT)

Uses existing technology to collect, organize, catalogue, classify and disseminate information

Behavioural competencies

a) Concern for quality and standards

- Checks own work and double checks the accuracy of information.
- Follows internal control procedures and ensures own compliance with standards
- Acts to improve performance and to ensure success.
- Endeavors to have clear information that relates to roles, performance expectations and tasks and accountability.

b) Ethics and Integrity

- Does not require external monitoring to observe ethical standards but rather monitors own actions for consistency with accepted values and standards
- Voluntarily modifies behaviour in order to hold to ethical standards
- Observes the cardinal principles and code of conduct of the Public Service

c) Accountability

- Accepts personal responsibility for own actions and inactions.
- Uses public resources for the purpose for which they are voted and appropriated
- Provides required information on the use of resources provided
- Promptly accounts for any financial and other resources

d) Results orientation

- Demonstrates enthusiasm in accomplishing tasks and achieving goals.
- Readily accepts responsibility and expresses enthusiasm about reaching goals.
- Able to prioritize work and makes decisions that are aligned with established objectives.
- Works to achieve job objectives and strives to improve results