



Katito Medical Centre (KMC) is seeking to recruit qualified, dedicated and competent individuals to fill the following vacant positions within the newly established hospital in Mbita Town, Kenya: -

**A.**

**POSITION: MEDICAL LABORATORY TECHNOLOGIST**

**REF NO: KMC/MLABT/4/2023 (4 POSITIONS)**

**STATION: MBITA TOWN**

Role of Purpose

The Laboratory Technologist will be responsible in the provision of Medical Laboratory Services in the Hospital.

Duties and Responsibilities

- Conducting laboratory testing procedures as per the required SOPs.
- Establishing routine work flow; develop and refine SOPs, job aids, log books, and referral forms as needed.
- Conduct lab activities that improve test performance and decrease turnaround time.
- Development and implementation of an equipment maintenance program.
- Reagent quantification, forecasting and timely reporting to the lab Manager, SCMLT, and CMLC.
- Providing technical information to physicians, patients and other health care workers in regard to lab diagnostic work.
- Receiving, collecting, labelling, registering, storage and Transportation of lab specimens.
- Preparation of lab reagents.
- Conducting any other duty as may be prescribed by the supervisor.

Qualifications

- Be a holder of a Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- Be registered by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) with a valid practicing license.
- Have at least 2 years of working experience in a diagnostic Medical Laboratory.
- Be computer literate.
- Have good communication and interpersonal skills.
- Proficiency in computer applications.
- Have good organizational skills.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Have knowledge of general safety and quality assurance procedures.
- Certificate of good conduct

**B.**

**POSITION: PHARMACEUTICAL TECHNOLOGIST**

**REF NO: KMC/PHARMT/4/2023 (5 POSITIONS)**

**STATION: MBITA TOWN (3) AND KATITO (2)**

Role of Purpose

The Pharmaceutical Technologist will be responsible in the provision of Pharmaceutical Services in the Hospital.

Duties and Responsibilities

- Processing and dispensing prescriptions, treatment sheets and medication orders correctly and accurately.
- Giving accurate drug information to all doctors, nurses, patients and other user departments.
- Following the laid down security and safety systems and procedures in all transactions including not sharing computer log-in and password with other staff.
- Participating in the drug stocking process i.e. stock requisition, reception from stores, prompt shelving and keeping a tight control of pharmacy stock items.
- Following up to conclusion all stock issues requiring attention such as the pricing of drugs, patient credits, replacement of damaged or expired stocks.
- Participating in stock takes and actively take part in stock variance reconciliation.
- Checking the expiry dates of medicines, making sure that the short expiry drugs are tagged and returned back to the store in compliance with the Short Expiry Drug Policy
- Carrying out quarterly medicine storage areas inspection in all medicine storage areas including theatres, critical care areas and crash carts.
- Participating in the formulation and implementation of hospital policies on drug use, pharmacy standard operating procedures and work instructions.
- Assisting the Senior Pharmacist in the training of new Pharmaceutical Technologists and students who come to the pharmacy unit for their internship.
- Any other duties as may be assigned from time to time.

#### **Qualifications**

- Diploma in Pharmacy or its equivalent qualification from a recognized institution approved by the Pharmacy and Poisons Board.
- Must have valid registration and hold a valid practicing license with the Pharmacy and Poisons Board of Kenya.
- Minimum 2 years' relevant experience preferably in a hospital environment
- Possession of valid annual practicing license.
- Knowledge of pharmacokinetics, pharmacology, and pharmaceuticals
- Understanding of the human anatomy
- Experience in warehousing and inventory management.
- Knowledge and experience in demand and supply system and best procurement practices.
- Knowledge and effective application of all procurement and relevant hospital policies, processes, procedures, and guidelines to consistently achieve required compliance standards or benchmarks
- Highly analytical and excellent negotiation skills
- High level of integrity
- Attention to detail and Accountability
- Have good communication and interpersonal skills.
- Proficiency in computer applications.
- Have good organizational and planning skills.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Have knowledge of general safety and quality assurance procedures.
- Certificate of good conduct

#### **C.**

**POSITION: CLINICAL OFFICER**

**REF NO: KMC/CLINICO/4/2023 (4 POSITIONS)**

**STATION: MBITA TOWN**

#### **Role of Purpose**

Reporting to the Head of Clinical Services, The Clinical Officer will be responsible for planning, organizing and implement all clinical activities in line with Hospital objectives.

## Duties and Responsibilities

- Providing interventional and preventative clinical care based on approved guidelines and hospital policy.
- Ensure that all patients are appropriately examined, diagnosed and treated by adhering to the MOH guidelines. Also ensuring that all patients are adequately reviewed in OPD and referring or admitting where appropriate to a specialist or the wards
- Ensure all in patients are reviewed manage out sourced consultations as required.
- Attend to all emergencies in the unit and work with the Chief Clinical Officer for appropriate management and referral or admission
- Review patient files to ensure documentation (clear history taking, physical examination findings, investigations and management) to ensure quality of services rendered and adherence to SOPs.
- Lead in management of relationships with corporate clients and patients' families to ensure adequate communication and inclusive management of patients.
- Attend ward rounds and participate in multidisciplinary patient care
- Assist in preparing medical reports on patients as required while ensuring that the company interests are covered.
- Implementing Community Health Care activities in liaison with other health workers
- Sensitizing patients and clients, through health talks on preventive and promotive health.
- Maintain good work ethics / good customer relations are upheld when dealing with patients, relatives and employees
- Ensure the medical costs per patient per visit are within agreed averages.
- Any other duty as assigned by the supervisor in line with the job description

## Qualifications

- Minimum of Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized institution, Higher National diploma/Degree will be an added advantage.
- Certificate of Registration from the Clinical Officers' Council
- Valid Professional Practice License from the Clinical Officers' Council
- Minimum of at least 2- 4 years working experience.
- Proficiency in computer applications.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

**D.**

**POSITION: MEDICAL OFFICER**

**REF NO: KMC/MEDICO/4/2023 (1 POSITION)**

**STATION: MBITA TOWN**

## Role of Purpose

We are seeking a highly capable medical officer to manage our medical team and to supervise the healthcare services that they provide. The medical officer job description entails the wholistic institutional management of patients through clinical diagnosis, investigation and treatments in line with established protocols and the hospital's patient care objectives.

## Duties and Responsibilities

- Attend to, examine and make clinical diagnosis, prescribe medication and discharge patients in line with established protocols.
- Attend to emergencies, stabilize patients, request for investigations and/or tests for further assessments in order to diagnose and advise on appropriate treatment in consultation with senior colleagues.
- Admit patients to the wards, as necessary to ensure patients receive utmost attention in consultation with admitting staff.
- Safe transfer of patients in and out of the hospital to other institutions for continuity of care.
- Carry out procedures within the medical officers' scope such as ear syringing, cannulations, stitching, caesarian sections and splintage of fractures in line with patients' needs.

- Examining and talking to patients to diagnose their medical conditions
- Carrying out specific procedures, e.g., performing operations and specialist investigation.
- Monitoring and providing appropriate clinical care (medical and surgical) to patients in hospital wards and in outpatient clinic
- Running the special clinics in the hospital in consultation with the visiting consultants
- Making notes and preparing paperwork, both as a legal record of treatment and for the benefit of other healthcare professionals
- Keeping the referring doctor informed of inpatient and outpatient progress.
- Maintaining patient rights and confidentiality when dealing with patients.
- Liaising with other medical and non-medical staff in the hospital to ensure quality treatment
- Ensuring that comprehensive hospital medical records for all in and outpatients are accurately filled
- Providing educational and clinical training for clinical staff
- Ensure high levels of patient confidentiality and work ethic in line with applicable code of conduct and hospital objectives; and
- Any other responsibilities the assigned to the jobholder by the supervisor from time to time.

### Qualifications

- Bachelor of Medicine and Surgery degree from a recognized institution.
- Registration with the Kenya Medical Practitioners and Dentist Council and a valid practicing license is mandatory.
- Basic Life Support Certificate.
- Advanced Cardiac Life Support (ACLS)/ Advanced Trauma Life Support (ATLS) or its equivalent
- Minimum of one (1) year experience post internship in a busy Hospital unit.
- Clinical risk management experience.
- Valid indemnity cover
- Extensive knowledge of medical recordkeeping practices.
- Advanced ability to ensure the highest standards in patient care and compliance with healthcare regulations.
- Ability to keep abreast of advancements in the field of specialization.
- Excellent interpersonal, communication, and leadership skills.
- Applicants must not be in full time employment elsewhere or in fulltime schooling.
- Proficiency in computer applications.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

### **E.**

#### **POSITION: COMMUNITY ORAL HEALTH OFFICER**

**REF NO: KMC/COHO/4/2023 (2 POSITION)**

**STATION: MBITA TOWN**

### Role of Purpose

The position is responsible for providing dental treatment and hygiene to prevent dental decay by examining, treating, cleaning patients' teeth and providing education on how to care for teeth and gums, and the effects of diet on oral health.

### Duties and Responsibilities

- Provide high quality oral health services (including assessments, cleaning, and different procedures)
- Assessing dental condition and needs of patients using patient screening and monitoring procedures.
- Plan and coordinate oral health awareness and providing regular dental checkups and oral health education in the Hospital;
- Perform procedures on the orofacial complex, teeth, and the hard and soft tissues surrounding or supporting the teeth and rehabilitation of dentition;

- Manage impacted teeth by surgical extraction and dissipation;
- Investigate and administer the local analgesia and/or sedative drugs and prescription of medicines in connection with procedures on teeth, jaws and the soft tissues surrounding or supporting teeth; and
- Provide leadership in the management of health facilities.
- Prepare and submit reports on dental services and activities on a daily basis.
- Providing patient education on dental care and write prescriptions for patients
- Taking and making impressions of patients' teeth for study casts/models.
- Recommending and ordering dental materials, equipment and instruments ensuring they are cost effective and maintain proper bookkeeping of the same.
- Ensuring that established procedures are adhered to in order to maintain quality assurance in delivery of oral health services.
- Ensuring all procedures are correctly billed to capture revenue.
- Review pre-operative settings and make sure that the dentist has what is required to carry out dental procedures; i.e. provide necessary help to the dentist, including mixing materials, trimming, and polishing dental casts.
- Implements and adheres to infection prevention protocols including autoclaving instruments after use, cleaning the dental procedures' space and storage of the clean.
- Maintain a record of day-to-day activities of the dental unit and prepare regular reports as needed.
- Inventory management of equipment and supplies at the dental unit. This includes preparing orders as needed to avoid stock outs.
- Be creative about increasing your patient numbers. Come up with ideas for promotions and get lots of freedom to tailor services and prices to your patients
- Make kids love dental check-ups 😊
- Conducting health education and CMEs as may be required.
- Participate in dental check-up and medical camp as it may be required.
- Follow company policies to ensure proper discretion and procedures are used.
- Any other duties that may be assigned from time to time by the supervisor.

#### Qualifications

- Diploma in Community Oral Health from a recognized institution.
- Higher Diploma in any of the following disciplines; Epidemiology, Community Dentistry, Conservative Dentistry, Periodontology; Orthodontics/Paedodontics or equivalent qualification from a recognized institution.
- Leadership/ Management Course lasting not less than four (4) weeks from a recognized institution.
- Certificate in Supervisory skills course lasting not less than two (2) weeks from a recognized institution.
- Proficiency in computer applications.
- Registered as a Community Oral Health Officer with the regulatory body.
- At least Two (2) years post internship experience in a busy Dental clinic/hospital.
- BLS Certification will be an added advantage
- Association Certificate from Oral health Association of Kenya (OHAK)
- Excellent communication skills
- Good interpersonal and teamwork skills and willingness to provide leadership.
- Self-driven personality, honesty and integrity
- Be computer literate.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Certificate of good conduct

#### **F.**

**POSITION: OPTICAL TECHNICIAN**

**REF NO: KMC/OPTICT/4/2023 (2 POSITIONS)**

**STATION: MBITA TOWN**

## Role of Purpose

Reporting to the Unit Manager, the successful applicant will be responsible for Examining and taking facial and eye measurements of clients for fitting of eyeglasses and other optical devices. You will provide advice to clients with selection and maintenance of eyeglasses and frames, types of contact lenses and other optical devices to improve performance, safety, comfort and lifestyle.

## Duties and Responsibilities

- Assist clients with insertion, removal and care of contact lenses;
- Use measuring devices to take client measurements including bridge and eye sizes, optical eye centers for sizes for eyeglasses;
- Coordinate frames and eye measurements to the optical prescription;
- Prepare work orders to the optical laboratory that relate to the grinding and mounting of lenses in the chosen frames;
- Verify finished lens spectacles match the optical prescription and order placed;
- Make adjustments to frame and lens position to fit a client's facial structure;
- Shape or reshape frames by heating, shaping or bending plastic and metal frames;
- Use lens analyzers to determine current lens prescriptions for clients;
- Advise clients on the correct procedures for wearing eyeglass and caring for the lens and frame;
- Make recommendations for specific types of lenses, lens coatings and frames according to the client's needs;
- Place orders and purchase frames and lenses for the inventory;
- Repair damaged frames for clients;
- Handle administrative duties that include tracking inventory, recording sales, book keeping and client records;
- Fabricate lenses in accordance with prescription requirements;
- Assemble eyeglasses by fitting lenses into frames;
- Cut and edge lenses to fit frames;
- Grind lenses and apply lens coating as required; and
- Perform and document repairs, calibration and testing of equipment.
- Ensuring that the approved amounts are Claimed
- Informing the clients on the status of their applications
- Liaising with the providing Company to provide the spectacles on time.
- Responsible for the compliance to standards and directives.
- Assisting the ophthalmologist on clinic days to run the Optical and Ophthalmology clinics
- Carry out screening of patients and organizing outreaches and in reaches activities
- Any other responsibilities that may be assigned to the job holder by the supervisor from time to time

## Qualifications

- Kenya Certificate of Secondary Education (KCSE) D+ (plus) or its equivalent from a recognized institution.
- Certificate in Optical Technician course or its equivalent qualification from a recognized institution.
- Proficiency in computer applications.
- Be computer literate.
- Have good communication and interpersonal skills.
- Have good organizational skills.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Have knowledge of general safety and quality assurance procedures.
- Certificate of good conduct

## How to Apply

**NB: REF Number for the Positions advertised MUST be captured as an email subject:**

Please quote the following REF Numbers for the different positions:

1. Laboratory Technologist - **KMC/MLABT/4/2023**
2. Pharmaceutical Technologist - **KMC/PHARMT/4/2023**
3. Clinical Officer - **KMC/CLINICO/4/2023**
4. Medical Officer - **KMC/MEDICO/4/2023**
5. Community Oral Health Officer - **KMC/COHO/4/2023**
6. Optical Technician - **KMC/OPTICT/4/2023**

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers) of three referees to reach us on or before **21<sup>ST</sup> April, 2023**.

**NB: Please convert all your documents into ONE MERGED PDF before sending to:**

[adverts.katitomedicalcentre@gmail.com](mailto:adverts.katitomedicalcentre@gmail.com)

and a copy to [hr.katitomedicalcentre@gmail.com](mailto:hr.katitomedicalcentre@gmail.com)

***Katito Medical Centre is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Only shortlisted candidates shall be contacted.***

.....**End**.....