



**THE REPUBLIC OF KENYA**

LAWS OF KENYA



**CLINICAL OFFICERS (TRAINING, REGISTRATION AND  
LICENSING) ACT**

CHAPTER 260

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**CHAPTER 260**

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING) ACT**

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## CHAPTER 260

CLINICAL OFFICERS (TRAINING, REGISTRATION AND  
LICENSING) ACT

[Date of assent: 24th August, 1988.]

[Date of commencement: 31st July, 1989.]

**An Act of Parliament to make provision for the training, registration and licensing of clinical officers; to regulate their practice and for connected purposes**

[Act No. 9 of 1988, L.N. 241/1989, Act No. 9 of 1988, Act No. 14 of 1990.]

## PART I – PRELIMINARY

**1. Short title**

This Act may be cited as the Clinical Officers (Training, Registration and Licensing) Act.

**2. Interpretation**

In this Act, unless the context otherwise requires—

“**approved training institution**” means such training institution within or outside Kenya as may be approved by the Council by notice in the *Gazette* for the purposes of this Act;

“**clinic**” means consulting rooms, offices or a department of a hospital or nursing home without beds used by a clinical officer for diagnosis and treatment of disease or the giving of medical or dental advice, instructions or service;

“**clinical officer**” means a person who, having successfully undergone a prescribed course of training in an approved training institution, is a holder of a certificate issued by that institution and is registered under this Act;

“**Council**” means the Clinical Officers Council constituted under section 3;

“**Medical Officer of Health**” has the meaning assigned to the term in the Public Health Act (Cap. 242);

“**private practice**” means the practice of medicine or dentistry or health work by a clinical officer for a fee either in kind or cash;

“**referral**” means the transfer of responsibility for the condition existing at the time of referral to a medical practitioner by a clinical officer and *vice versa*.

“**register**” means the register of clinical officers which the Registrar is required to maintain under section 6(b);

“**Registrar**” means the Registrar of clinical officers as provided under section 6;

## PART II – ADMINISTRATION

**3. Clinical Officers Council**

(1) For the purposes of this Act, there shall be a Council to be known as the Clinical Officers Council, which shall be composed of the following members—

- (a) the Director of Medical Services or his representative;
- (b) the Registrar;
- (c) two medical officers of health appointed by the Minister;
- (d) at least two and not more than four clinical officers appointed by the Minister;
- (e) one clinical officer nominated by the Faculty of Clinical Medicine at the Kenya Medical Training College;
- (f) seven clinical officers, three of whom shall be licensed to engage in private practice who shall be elected to the Council by the Kenya Clinical Officers Association from among the members of the Association.

(2) There shall be a chairman of the Council appointed by the Minister from amongst the members of the Council.

(3) All appointments, nominations and elections to the Council under this section shall be notified in the *Gazette*.

(4) The Council shall elect a deputy chairman from amongst its members.

(5) The members referred to in paragraphs (c), (d), (e) and (f) of subsection (1) shall hold office for a term of three years from the date their appointment, nomination or election is notified in the *Gazette* under subsection (3), but shall be eligible for re-appointment, re-nomination or re-election.

(6) The chairman or in his absence the deputy chairman, shall preside over the meetings of the Council but if both the chairman and deputy chairman are absent, the members present shall choose one amongst them to preside over the meeting.

(7) If any of the members of the Council dies or is incapacitated by illness or is permanently unable to attend the meetings for any reason whatsoever, the Minister may, after consulting the Council, appoint a suitable person to fill the vacancy for the remaining period.

(8) Seven members of the Council including the chairman or the person presiding where the chairman or deputy chairman are absent shall form a quorum at any meeting of the Council, and, subject to subsection (9) of section 15, all facts, matters or business authorized or required to be done by the Council may be decided at any meeting at which a quorum is present.

(9) The Council shall meet as and when convened by the chairman to discharge any business but such meetings shall not be less than four in each year.

(10) The chairman or in his absence the deputy chairman shall convene an extraordinary meeting of the Council on receiving written requests from at least five members of the Council.

(11) Subject to this Act and to any regulations as to procedure made under section 16, the Council shall have the power to regulate its own procedure.

(12) Each member of the Council shall have a deliberative vote and the chairman shall, in addition to his deliberative vote, have a casting vote.

[Act No. 14 of 1990, s. 23.]

#### **4. Officers of the Council**

There may be appointed an executive officer of the Council, and other suitable persons, who may be persons employed in the public service, to be officers, inspectors and servants of the Council for purposes of carrying this Act into effect.

#### **5. Functions of the Council**

The functions of the Council shall be—

- (a) to assess the qualifications of clinical officers;
- (b) to ensure the maintenance and improvement of the standards of practice by clinical officers and to supervise the professional conduct and practice of clinical officers;
- (c) to maintain the register and keep record of all clinical officers registered under this Act;
- (d) to register and license clinical officers for the purposes of this Act;
- (e) to take the necessary disciplinary measures in cases of violations of professional conduct and discipline;
- (f) to collaborate with other bodies such as the Medical Practitioners and Dentists Board, the Central Board of Health, the Nursing Council of Kenya, the Pharmacy and Poisons Board, in the furtherance of the functions of the Council and those bodies; and
- (g) to consider and deal with any other matter pertaining to clinical officers including prescribing badges, insignia or uniforms to be worn by clinical officers.

#### **6. Registrar and register**

(1) The Chief Clinical Officer shall be the Registrar of the Council and shall perform such duties as are prescribed by or under this Act.

(2) The Registrar shall be the secretary to the Council.

(3) The Registrar shall keep a register of the names of clinical officers in the prescribed form as well as all the relevant records in respect of clinical officers.

(4) The Registrar shall from time to time make any necessary alterations or corrections in the register in relation to an entry therein including the deletion of names of clinical officers who have died and entries which have been fraudulently or incorrectly made.

(5) The Registrar shall, not later than the 31st March, in every year, publish a list of names and addresses of the registered clinical officers in the *Gazette*.

**7. Registration and effect of registration**

(1) A person shall be entitled to registration if he satisfies the Council that he—

- (a) has successfully undergone a prescribed course of training at an approved training institution;
- (b) has applied for registration in the prescribed form;
- (c) has paid the prescribed fees for registration; and
- (d) is a fit and proper person to be registered.

(2) Any person who is aggrieved by the decision of the Council not to register him may appeal to the High Court within sixty days of such refusal and the High Court may confirm, annul or vary the Council's decision.

(3) The Registrar shall, with the approval of the Council, issue to every person registered under this Act a certificate of registration in the prescribed form.

(4) A person who has been registered by the Council shall be entitled to render medical or dental services in any medical institution in Kenya approved for the purposes of this section by the Minister by notice in the *Gazette*.

**8. Unregistered persons rendering medical services**

(1) No person shall be entitled to render medical or dental services in Kenya as a clinical officer unless he has been registered by the Council under this Act.

(2) Any person in charge of a medical institution who allows any unregistered person to render medical or dental services as a clinical officer in their institution shall be guilty of an offence and shall be liable to a fine not exceeding ten thousand shillings or imprisonment for six months or to both.

(3) Any person who attempts to obtain or obtains registration by false pretences or who utters a false certificate with intent to obtain registration shall be liable to a fine of not less than five thousand shillings or to imprisonment for six months or to both.

**9. Surrender of certificates**

Every person whose name is deleted from the register for any reason shall within thirty days of publication of the deletion in the *Gazette*, surrender his certificate of registration to the Council for cancellation and where such person has died the deceased's legal representative shall surrender the certificate to the Council.

**10. Use of titles**

The Council shall prescribe such title or titles as may be used to denote that a person is registered under this Act.

**11. Private practice**

(1) No clinical officer shall engage in private practice unless he has been issued with a valid private practice licence by the Council in accordance with regulations made under section 16.

(2) The Council may authorize the Registrar to issue to a clinical officer, who has applied in the prescribed form and who has rendered unblemished medical or dental services in the service of the Government or in the service of any organization or institution approved by the Council for the purposes of this section, for a period of not less than ten years, a licence to engage in private practice on his own behalf or to be employed either full-time or part-time by a clinical officer or a medical practitioner or dentist engaged in private practice.

(3) Licences shall be granted on the payment of the prescribed fee and shall state whether the licensee may practice on his own behalf or in employment.

(4) Licences for private practice shall expire on the 31st of December in the year they are granted and issued and shall be renewable in accordance with the regulations made under section 16.

(5) The Council may cancel or refuse to issue or to renew a licence.

(6) No premises may be habitually used for the purposes of private practice unless they are authorized for such use by the Director of Medical Services.

(7) A person aggrieved by the decision of the Council in exercising its powers under subsection (5) may appeal to the High Court within thirty days of the Council's decision being communicated to him.

## **12. Issues, etc. of licences to be published**

The issue, cancellation, revocation or withdrawal of any licence under section 11 shall be published in the *Gazette* by the Registrar.

## **13. Limitations of private practice**

(1) A clinical officer who is licensed to engage in private practice shall only treat the ailments listed in the First Schedule.

(2) A clinical officer who is licensed to engage in private practice shall only handle and shall only issue prescriptions for the drugs and equipment listed in the Second Schedule.

(3) No clinical officer engaged in private practice shall keep open his clinic unless he is personally present for more than eight hours a day.

(4) The Third Schedule shall have effect with respect to the minimum requirements for a private practice clinic.

(5) No clinical officer engaged in private practice shall undertake to treat the diseases and ailments listed in the Fourth Schedule, but he may render the necessary First Aid and thereafter, without undue delay, refer such cases to the nearest medical officer or medical practitioner or dentist in private practice on referral.

(6) The Minister may, in consultation with the Council, amend the First, Second, Third and Fourth Schedules.

(7) A clinical officer who fails to comply with the requirements of subsections (1), (2), (3) and (5) shall be guilty of an offence and liable to a fine not exceeding five thousand shillings or to imprisonment for a term not exceeding six months or to both.

**14. Recovery of fees**

A clinical officer who is licensed to engage in private practice shall be entitled to charge fees for the medical or dental services rendered.

**15. Conduct**

(1) All clinical officers shall *mutatis mutandis* observe the same code of professional conduct and discipline as contained in the Code of Professional Conduct and Discipline issued by the Medical Practitioners and Dentists Board under the Medical Practitioners and Dentists Act (Cap. 253).

(2) The Council may, after inquiry, cancel the registration and licence of any clinical officer, if he is found guilty of any infamous or disgraceful conduct in a professional respect, or if he is convicted of conduct in any criminal offence under this Act or any other written law, which in the opinion of the Council amounts to disgraceful conduct in a professional respect.

(3) The person whose conduct is being inquired into shall be afforded an opportunity of being heard before the Council either in person or by an agent, who may be an advocate.

(4) For the purposes of an inquiry held under this Act, the Council may administer an oath and may, subject to any regulations made under section 16, enforce the attendance of persons as witnesses and the production of books, documents or other articles as exhibits.

(5) The Council shall, subject to any regulations made under section 16 in that respect, have the power to regulate its own procedure in any disciplinary proceedings.

(6) The powers of the Council to direct the cancellation of the name from the register, or the cancellation of the licence, of any person shall include a power exercisable in a like manner to direct that during such a period as may be specified in the order, the registration certificate or the licence of such a person shall not have effect.

(7) Any person who is aggrieved by the decision of the Council made under the provisions of this section may appeal within thirty days to the High Court and the High Court may confirm, vary, or annul the decision of the Council.

(8) Any person who fails to appear when summoned to appear before the Council as a witness or to produce any evidence, shall be guilty of an offence and shall be liable to a fine not exceeding two thousand shillings or to imprisonment for one month or to both.

(9) The Council shall not cancel the registration of any person from the register or cancel a licence under this section unless the decision to do so has been made by the majority of the members of the Council.

(10) Subject to the powers of the High Court to order reinstatement in any case, the registration or licence of any person which has been cancelled shall not be reinstated except by order of the majority of the members of the Council and on payment of the prescribed fee.

**16. Regulations**

The Minister may, after consultation with the Council, make regulations generally for the better carrying out of the provisions of this Act and any such regulations may, without prejudice to the generality of the foregoing, include power to—

- (a) prescribe the procedure to be followed by the Council under section 15;
- (b) prescribe any forms to be used in connection with this Act;
- (c) prescribe any fees to be paid for registration, private practice licence, or any other fees to be charged under the provisions of this Act;
- (d) prescribe anything required by this Act to be prescribed.

**17. Finance**

The Minister may—

- (a) make to the Council such grants as may be necessary to enable it to discharge its functions under this Act; and
- (b) make such other payments as may be necessary to give effect to the provisions of this Act.

**18. Savings and nullification of certain titles**

(1) Notwithstanding any of the other provisions of this Act, any person who, immediately before the date of coming into operation of this Act, was in active medical or dental practice under the style and names of "Hospital Assistant", "Medical Assistant", "Certified Clinical Officer" or a "Registered Clinical Officer", having previously been awarded a certificate after a prescribed course of training at an approved training institution, and who had not been the subject of any disciplinary or other criminal proceedings arising from his medical or dental practice in the three years preceding the commencement of this Act shall be entitled to be registered under this Act, and any such person who was at the commencement of the Act engaged in private practice as a clinical officer under written authority of the Director of Medical Services shall be deemed to have been licensed pursuant to section 11 for the remainder of the year in which the commencement of this Act occurs.

(2) The use of the following titles is hereby nullified—

- (a) Hospital Assistant;
  - (b) Medical Assistant;
  - (c) Certified Clinical Officer;
  - (d) Registered Clinical Officer.
-

## FIRST SCHEDULE

[Section 13(1).]

## AILMENTS WHICH A CLINICAL OFFICER LICENSED TO ENGAGE IN PRIVATE PRACTICE IS PERMITTED TO TREAT

**Medicine: paediatrics**

Immunization, health and nutrition education, dehydration, anaemia.

Advice on general care for newborn.

Respiratory diseases, upper respiratory tract infection, tonsillitis, pneumonia, mild otitis media, laryngitis, bronchitis, asthma.

Gastrointestinal conditions—with mild dehydration, with abdominal pain, constipation, vomiting, diarrhoeal diseases.

Skin diseases—scabies, impetigo, tineasis, jiggers, eczema, moniliasis.

Eye diseases—conjunctivitis, trachoma.

Parasitic—ascaris, hookworm, malaria, bilharzia, etc.

Blood disorders—anaemia, (especially iron deficiency).

Childhood diseases—measles, whooping cough, mumps, etc.

Poisoning—emergency treatment.

**Medicine: adults**

Respiratory tract diseases (see paediatrics).

Gastrointestinal diseases—diarrhoea, vomiting, constipation, dysentery, food poisoning, gastritis, peptic ulcer.

Skin diseases—scabies, impetigo, eczema, tinea trophila ulcers, etc.

Eye conditions—conjunctivitis, trachoma styne.

Parasitic—malaria, tapeworm, roundworm, hookworm, bilharzia.

Sexually transmitted diseases—gonorrhoea, syphilis, moniliasis, trichomoniasis, pubic lice.

Poisoning—snakebites—emergency treatment.

Headache, anxiety.

Urinary tract infection.

Blood disorder—anaemia.

Uncomplicated arthritis, arthragia.

**Obstetrics and gynaecology**

Antenatal care.

Urinary tract infection.

Anaemia during pregnancy.

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FIRST SCHEDULE—*continued*

Breast abscess.  
Puerperal sepsis.  
Pelvic inflammatory diseases.  
Family Planning.

**Surgery**

Cuts, abrasions.  
Cellulitis.  
Abscesses.  
Uncomplicated arthritis, arthragia.  
Circumcisions.  
Dental extraction.  
Burns (emergency treatment).

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SECOND SCHEDULE

[Section 13(2).]

DRUGS AND EQUIPMENT FOR WHICH PRESCRIPTIONS MAY BE  
ISSUED BY A CLINICAL OFFICER

**Approved list of drugs**

Aspirin tab/syrup.  
Paracetamol.  
Choloroquin tab/syrup/injection.  
Ferrous sulphate tab/syrup.  
Broad spectrum anthalminities.  
Folic acid.  
Sulphenamides.  
Metronidazole tab/syrup.  
Ndridazole.  
Niclosamide tab/syrup.  
Antacid tablets.  
1:1000 Adrenaline for IM. SC use.  
Aminophylline I.V.  
Ephedrine Hcl/Phenobarbitone/Theophylline.  
Salbutamol tab/inhaler/syrup.

SECOND SCHEDULE—*continued*

Chlorpromazine tab/injection/syrup.  
Multivit tab/syrup.  
Crystalline penicillin.  
Prochlorperazine tab/injection/syrup.  
Pen V. tab/syrup.  
Ampicillin cap/syrup/injection.  
Amoxicillin cap/syrup/injection.  
Hydrocortisone.  
Diazepam tab/injection.  
Ergometrine tab/injection.  
Antihistamine: Chlorpheriramine tab/syrup/injection.  
Promethazine tab/syrup.  
Cellamine lotion.  
Tetracycline eye and skin ointment/tetragaline.  
Whitfield's ointment.  
Benzyl denzoate emulsion.  
Gentian violet solution.  
Antitetanus toxin.  
Antisnake serum.  
Antiseptics.  
Eusol solution.  
Acriflavina.  
Dressing—bandages.  
Gauze, cotton wool.  
Elastoplast.  
Sterile water injection.  
Running or clean water.  
I. V. fluids/oral.  
Contrimaxazole.  
Hyescine butylbromide tab/syrup.  
Nitro-furantoin tab.  
Contraceptives/oral.  
Other antibiotics as approved by the Council from time to time.

SECOND SCHEDULE—*continued***Approved list of equipment**

Thermometer.  
Tongue depressor.  
Auroscope and torch, batteries and bulbs (diagnostic set).  
Stethoscope.  
Sphygmomanometer.  
Reagents for urine testing—albustix, billistix, etc.  
Complete oxygen set.  
Urine containers.  
Record books, for patients attendance, treatment and drugs.  
Sterilizer.  
Forceps, kidney dishes, scissors, scalpels.  
Examinations couch.  
Cupboard of drugs with lock and key.  
Measuring tape (in cm).  
Syringes and needles.  
Dental kit.  
Suture materials.  
Ryles tube.  
Other equipment as approved by the Council from time to time.

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**THIRD SCHEDULE**

[Section 13(4).]

**PHYSICAL FACILITIES FOR A PRIVATE CLINIC**

Building must be of permanent standard, or made of wattle and mud as may be approved by the local Medical Officer of Health.

Spacious consultation room.  
Waiting area—covered from sun, rain and wind.  
Treatment room.  
Access to road transport.  
Access to lavatory.

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## FOURTH SCHEDULE

[Section 13(5).]

LIST OF DISEASES WHICH A CLINICAL OFFICER IN PRIVATE PRACTICE  
MAY WHERE NECESSARY GIVE INITIAL TREATMENT BEFORE  
REFERRING TO ANY SUPERVISING OFFICER OR ANY HOSPITAL

Cholera (except primary stage).

Plague (human).

Plague (rodent).

Relapsing fever (louse borne).

Typhus (louse borne).

Yellow fever.

Acute poliomyelitis.

Anthrax.

Diphtheria.

Encephalitis (primary).

Infective hepatitis.

Kala-azar.

Leprosy.

Rabies.

Relapsing fever (tick borne).

Salmonellosis.

Tetanus.

Trypanosomiasis.

Cancer.

Diabetes.

Epilepsy or fits.

Paralysis.

Kidney, bladder and gallstone.

Hernia.

Blindness.

Ailment of auditory system.

Septicaemia.

Erysipelus.

Pleurisy.

Arterio-sclerosis.

FOURTH SCHEDULE—*continued*

Scarlet fever.

Habits or disorders associated with sexual indulgence.

Elephantiasis.

Typhus (tick borne).

Tuberculosis (pulmonary).

Tuberculosis (all other forms).

Typhoid fever.

Typhus (other than tick or louse borne).

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**CHAPTER 260**

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING) ACT**

SUBSIDIARY LEGISLATION

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*List of Subsidiary Legislation*

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**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING) (FORMS  
AND FEES) REGULATIONS, 1992**

ARRANGEMENT OF REGULATIONS

*Regulation*

1. Citation.
2. The Register.
3. Registration.
4. Application by an intern.
5. Private Practice.
6. Non-Governmental Institutions.
7. Locum.
8. Assessment form.
9. Premises inspection report.
10. Leaving certificate.
11. Diploma in clinical medicine.
- 12.
13. Fees.

SCHEDULES

- FIRST SCHEDULE – CLINICAL OFFICERS REGISTER  
SECOND SCHEDULE – FEES PAYABLE UNDER THE ACT
-

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[Subsidiary]

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING) (FORMS AND FEES) REGULATIONS, 1992**

[L. N. 186/1992, L.N. 49/1998.]

**1. Citation**

These Regulations may be cited as the Clinical Officers (Training, Registration and Licensing) (Forms and Fees) Regulations, 1992.

**2. The Register**

The register of clinical officers required to be maintained by the Registrar in accordance with the provisions of section 6(3) of the Act, shall be in Form COC. 1 in the First Schedule.

**3. Registration**

(1) An application for registration as a clinical officer, shall be in Form COC. 2, in the First Schedule.

(2) The certificate of registration to be issued by the Registrar in accordance with section 7(3) of the Act, shall be in Form F COC. 3, in the Schedule.

**4. Application by an intern**

(1) An application for a licence to render medical or dental services in any medical institution by an intern, shall be in Form COC. 4, in the First Schedule.

(2) A licence issued to an intern to render medical and dental services in any medical institution, shall be in form COC. 5, in the First Schedule.

**5. Private Practice**

(1) An application to engage in private practice shall be in form COC. 6, in the First Schedule.

(2) A licence for private practice in accordance with section 11 of the Act, shall be in form COC. 7, in the First Schedule.

**6. Non-Governmental Institutions**

(1) An application for a licence to render medical or dental services in non-governmental institutions by an employed clinical officer, shall be in Form COC. 8, in the First Schedule.

(2) A licence to provide medical or dental services in a non-governmental institution by an employed clinical officer shall be in Form COC. 9, in the First Schedule.

**7. Locum**

A licence to provide medical or dental services by a clinical officer as a locum shall be in Form COC. 10, in the First Schedule.

**8. Assessment form**

An internship Assessment Form shall be in Form COC. 11, in the First Schedule.

**9. Premises inspection report**

A premises inspection report, shall be in Form COC. 12, in the First Schedule.

**10. Leaving certificate**

A leaving certificate shall be in Form COC. 13, in the First Schedule.

**11. Diploma in clinical medicine**

(1) A diploma in clinical medicine and surgery shall be as specified in Form COC. 14, in the First Schedule.

12. (2) A Higher Diploma in Clinical medicine and Surgery shall be as specified in Form COC. 15 in the First Schedule.

**13. Fees**

The fees set out in the second Schedule, shall be payable in respect of the matters set out therein.

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FIRST SCHEDULE

FORM COC. 1

(r. (2))

CLINICAL OFFICERS REGISTER

| <i>Date</i> | <i>Reg. No.</i> | <i>Full Name</i> | <i>ID No.</i> | <i>Date of Basic Qualifications</i> | <i>Date and Specialty Qualifications</i> | <i>Address</i> | <i>Remarks</i> |
|-------------|-----------------|------------------|---------------|-------------------------------------|--|----------------|----------------|
|             |                 |                  |               |                                     |  |                |                |

[Subsidiary]

FIRST SCHEDULE, FORM COC. 2—continued

FORM COC. 2

(r. 3(1))

APPLICATION FOR REGISTRATION AS A CLINICAL OFFICER

1. Mr./Mrs./Miss ..... ID./No. ....  
(in full – BLOCK LETTERS)
2. Nationality ..... Place and Date of Birth .....
3. Permanent Address ..... Tel. No. ....  
Place of Work Address ..... Tel. No. ....
4. Degrees, Diploma, or Licence held (give name of Kenya Medical Training College and date qualified) .....
5. Particulars of experience (e.g. length of service in the public institution, post held, type of practice in which engaged, other country where applicant has practiced); dates must be clearly stated—
6. Registration number and date and place of original registration. (where applicable) .....
7. Testimonials from your immediate Supervisor/Employer/Head of Faculty (Training Institution) covering the period of experience should be attached. ....

Signature of applicant ..... Date .....

N.B. Photocopies of Certificate/Testimonials should be attached to the application. The original Certificates should be brought in person during the Registration.

Note Any person who gives false information in this form commits an offence and is liable to a fine not exceeding Sh. 1,000.

\* Delete where not applicable

FORM COC. 3

(r. 3(2))

THE CERTIFICATE OF REGISTRATION AS A CLINICAL OFFICER

1. Mr./Mrs./Miss ..... ID No. ....  
(Full Names – BLOCK LETTERS)  
Passport No. ....
2. Qualifications (Basic) .....
3. Other Qualifications .....
4. Training Institution .....

FIRST SCHEDULE, FORM COC. 3—continued

5. Permanent Address .....

has been registered by the Clinical Officers Council as a Clinical Officer in accordance with the provisions of section 7 of the Act.

Dated this ..... day of ....., 20 .....

Chairman
Clinical Officers Council

Registrar
Clinical Officers Council

\* Delete where not applicable

FORM COC. 4

(r. 4(1))

APPLICATION FOR LICENCE TO RENDER MEDICAL AND DENTAL SERVICES IN PUBLIC INSTITUTION BY AN INTERN

Intern No. ....

1. Mr./Mrs./Miss\* .....

(In full – BLOCK LETTERS)

2. Nationality ..... Place and Date of Birth .....

ID/No. .... Passport No. ....

3. Permanent Address ..... Tel. No. ....

Place of Work Address ..... Tel. No. ....

4. Qualification: Diploma, Degrees or Licence held\* (Give name of Medical College(s) attended and date qualified) .....

5. Place and institution. ....

Signature of Applicant ..... Date .....

Note. Any person who gives false information in this form commits an offence and is liable to a fine not exceeding Sh. 1,000.

\* Delete where not applicable

FORM COC. 5

(r. 4(2))

LICENCE TO UNDERGO INTERNSHIP TRAINING

Mr/Mrs./Miss .....

(Full names – BLOCK LETTERS)

is hereby licensed by the Clinical Officers Council to render medical and dental services at .....

(Name of approved institution in accordance with the provisions of section 8 of the Act.)

Clinical Officers (Training, Registration and Licensing)

[Subsidiary]

FIRST SCHEDULE, FORM COC. 5—continued

Dated this ..... day of ....., 20 .....

Seal of Council .....

Registrar,
Clinical Officers Council

CONDITIONS OF LICENCE

- 1. This licence is valid for a period of ..... from the date hereof.
2. The licensee is authorized to render medical and dental services, as the case may be, only at the institution mentioned in this licence.
3. ....
4. ....
5. ....

FORM COC. 6

(r. 5(1))

APPLICATION FOR LICENSE FOR PRIVATE PRACTISE

Registration No. ....

Previous Licence No. ....

1. Mr./Mrs./Miss .....

(full names— BLOCK LETTERS)

2. Nationality ..... Place and Date of Birth .....

ID/No. .... Passport No .....

3. Permanent Address .....

Telephone No. ....

Office Address .....

Telephone No. ....

4. Type of practice .....

5. Place of practice (District, City, Town, Street, Market, Plot No.) (give details)

Plot No. Market Street Location/Town District

6. A copy of the premises inspection report to be attached.

Date ..... Signature .....

Note. 1. Any person who gives false information in this form commits an offence and is liable to a fine not exceeding Sh. 1,000.

2. A clinical officer shall be required to have experience of 3 years or more before applying for a part time licence and 10 years or more in case of a full time licence.

[Subsidiary]

FIRST SCHEDULE—continued

FORM COC. 7

(r. 5(2))

LICENCE FOR PRIVATE MEDICAL PRACTICE

Registration No. ....

Licence No. ....

1. Mr./Mrs./Miss ..... ID/No. ....

2. Qualifications .....

3. Nationality ..... Place of Birth .....

4. Permanent Address .....

Tel. No. ....

Place of Work Address .....

Tel. No. ....

is hereby licensed in accordance with provisions of section 11 of the Act to engage in private practice on his/her own behalf as a Private Practitioner or to be employed or/part-time. ....

(Name and address of the employer of Clinical Officer)

5. This licence shall expire on the last day of December.

Dated this ..... day of ....., 20 .....

Registrar,  
Clinical Officers Council

FORM COC. 8

(r. 6(1))

APPLICATION FOR A LICENSE TO RENDER MEDICAL OR DENTAL SERVICES IN NON-GOVERNMENTAL INSTITUTION

1. Surname (Block letters) .....

2. Other names .....

3. Permanent Address ..... Tel. No. ....

Place of Work Address ..... Tel. No. ....

4. Place and Date of Birth .....

5. Nationality .....

6. Degree, Diploma or licence held (give name of Medical College and date qualified) .....

(Legible certified true photocopies should be attached)

7. Particulars of experience (e.g. post held, type of practice in which the applicant has been engaged in, countries in which the applicant has practiced) .....

8. Testimonial covering the period(s) of experience .....

(Photocopies should be supplied for record purposes)

Clinical Officers (Training, Registration and Licensing)

[Subsidiary]

FIRST SCHEDULE, FORM COC. 8—continued

9. Have any arrangements been made regarding employment, (if so, give details) .....

Date ..... Signature of applicant .....

Note Any person who gives false information in this form commits an offence and is liable to a fine not exceeding Sh. 1,000.

FORM COC. 9

(r. 6(2))

LICENCE TO RENDER MEDICAL AND DENTAL SERVICES IN NON-GOVERNMENTAL INSTITUTIONS

Mr./Mrs./Miss .....

(In full-BLOCK LETTERS)

Is hereby licensed by the Clinical Officers Council to render medical and dental service at .....

(name of approved institution in accordance with the provisions of section 7(4) of the Act).

This licence shall be valid for a period of twelve months from the date of issue.

Dated this ..... day of ....., 20 .....

(Seal of Council) .....

Registrar, Clinical Officers Council

CONDITIONS OF LICENCE

This licence shall be valid subject to the following conditions:

- (a) Subject to the validity of the work permit (where applicable).
(b) Valid for use in the institution specified unless otherwise varied by the council.

\* Delete where applicable.

FORM COC. 10

(r. 7)

LICENCE TO RENDER MEDICAL AND DENTAL SERVICES AS A LOCUM

Mr./Mrs./Miss .....

(Full name -BLOCK LETTERS)

is hereby licensed by the Clinical Officers Council to render medical and dental services on Locum at the clinic of Mr./Mrs./Miss .....

(Name of the Licensee)

From ..... to

Dated this ..... day of ....., 20 .....

(Seal of Council) .....

Registrar Clinical Officers Council

FIRST SCHEDULE—continued

FORM COC. 11

(r. 8)

INTERN ASSESSMENT FORM

Name in Full ..... Intern Licence No. ....

Discipline: .....

- 1. Medicine ..... From ..... To .....
- 2. Paediatrics ..... From ..... To .....
- 3. Surgery ..... From ..... To .....
- 4. Obstetrics and  
Gynaecology ..... From ..... To .....

| Knowledge of Clinical Skills                          | Grading |   |   |   | Remarks |
|---|---------|---|---|---|---------|
|   | A       | B | C | D |         |
| 1. Medicine:  |         |   |   |   |         |
| (i) Patient History + Recording                       |         |   |   |   |         |
| (ii) Clinical Examination                             |         |   |   |   |         |
| (iii) Interpretation of Laboratory Data and/or X-rays |         |   |   |   |         |
| (iv) progress Notes on Patients                       |         |   |   |   |         |
| (v) Use of Drugs (Therapeutics)                       |         |   |   |   |         |
| (vi) Patient Management                               |         |   |   |   |         |
| (vii) Performance and Procedures                      |         |   |   |   |         |
| 2. Paediatrics:                                       |         |   |   |   |         |
| (i) History Taking + Recording                        |         |   |   |   |         |
| (ii) Clinical Examination                             |         |   |   |   |         |
| (iii) Interpretation of Laboratory Data and/or X-rays |         |   |   |   |         |
| (iv) Progress Notes on patients                       |         |   |   |   |         |
| (v) Use of Drugs (Therapeutics)                       |         |   |   |   |         |
| (vi) Patient Management                               |         |   |   |   |         |
| (vii) Performance and Prodecures                      |         |   |   |   |         |
| 3. Surgery:   |         |   |   |   |         |
| (i) History Taking and Recording                      |         |   |   |   |         |
| (ii) Clinical Examination                             |         |   |   |   |         |
| (iii) Interpretation of Laboratory Data and/or X-rays |         |   |   |   |         |
| (iv) Progress Notes on Patients                       |         |   |   |   |         |
| (v) Use of Drugs (Therapeutics)                       |         |   |   |   |         |
| (vi) Patient Management                               |         |   |   |   |         |
| (vii) Performance of Procedures                       |         |   |   |   |         |

Clinical Officers (Training, Registration and Licensing)

[Subsidiary]

FIRST SCHEDULE, FORM COC. 11—continued

| Knowledge of Clinical Skills                          | Grading |   |   |   | Remarks |
|---|---------|---|---|---|---------|
|   | A       | B | C | D |         |
| 4. Obstetrics and Gynaecology:                        |         |   |   |   |         |
| (i) History Taking + Recording                        |         |   |   |   |         |
| (ii) Clinical Examination                             |         |   |   |   |         |
| (iii) Interpretation of Laboratory Data and/or X-rays |         |   |   |   |         |
| (vi) Patient Progress Notes                           |         |   |   |   |         |
| (vii) Performance of Procedures                       |         |   |   |   |         |
| 5. Sense of Responsibility:                           |         |   |   |   |         |
| (i) To Patients                                       |         |   |   |   |         |
| (ii) To Associates ( Colleagues)                      |         |   |   |   |         |
| (iii) To the Public                                   |         |   |   |   |         |
| (vi) Punctuality + Availability                       |         |   |   |   |         |

Overall Supervisor's Assessment

Points\* 4 = A = Excellent

3 = B = Good

2 = C = Satisfactory

1 = D = Unsatisfactory

Note.—If one scores "A" in all areas, the maximum score will be 123 points.

\* Delete where not applicable

DISCIPLINE:

1. Medicine:

Name of the Hospital .....

Name of Consultant/In-Charge of Department .....

Qualifications .....

Date .....

Signature .....

2. Paediatrics:

Name of Consultant/In-Charge of Department .....

Qualifications .....

Date ..... Signature .....

3. Surgery:

Name of Consultant /In-Charge of Department .....

Qualifications .....

Date .....

Signature .....

FIRST SCHEDULE, FORM COC. 11—continued

4. Obstetrics and Gynaecology:

Name of Consultant/In-Charge of Department .....

Qualifications .....

Date .....

Signature .....

HOSPITAL ADMINISTRATION

I certify that the above-named clinical officer practitioner was engaged in full time training employment in the discipline specified above in accordance with section 7(1)(a) of the Act.

Comments

.....  
.....

Name in full .....

Date .....

Signature .....

Chief Administrator/Medical Superintendent.

Official Stamp .....

.....  
.....

NB.— Additional Confidential Report by Consultant can be attached to the final report and forwarded to the Registrar.

FORM COC. 12

(r. 9)

TO:

THE MEDICAL OFFICER OF HEALTH/\*PROVINCIAL

MEDICAL OFFICER (NAIROBI)

..... DISTRICT

P.O. Box .....

.....

CLINICAL OFFICERS COUNCIL

PRIVATE CLINICAL INSPECTION REPORT

LIC. No. ....

(where applicable)

NAME ..... REG. NO. ....

CLINICAL NAME ..... PLOT NO. ....

[Subsidiary]

FIRST SCHEDULE, FORM COC. 12—continued

ADDRESS ..... MARKET .....  
..... DISTRICT .....

- 1. STRUCTURE: PERMANENT .....
- SEMI-PERMANENT .....
- TEMPORARY .....
- STATE OF STRUCTURE .....

ROOMS AND SIZES (Minimum size —10ft. x 10ft. (3x3) metres

ADEQUATE: LIGHTING .....  
WATER SUPPLY.....  
SANITATION.....

2. EQUIPMENT:

*Furniture*

*Medical Equipment*

- |                  |                               |
|------------------|-------------------------------|
| Table .....      | Stove .....                   |
| Chairs .....     | Sterilizer .....              |
| Benches .....    | Trays .....                   |
| Cupboards.....   | Kidney dishes .....           |
| Exam. Couch..... | Forceps, e.g. ....            |
|                  | Sphygmomanometer .....        |
|                  | Diagnostic set/sputular ..... |
|                  | Thermometers .....            |
|                  | Uristics .....                |
|                  | Suture materials              |
|                  | Torch .....                   |
|                  | Syringes and needles .....    |
|                  | Measuring tape (cm.) .....    |
|                  | Weighing Machine .....        |
|                  | Stednes cape .....            |
|                  | Tonic .....                   |

3. RECORDS:

- OPD Register .....
- Drugs Register/Drug Purchase receipts .....
- Patient OPD Card .....
- Patient Record Card or Register .....

4. Drug Storage Facilities Available

.....  
.....  
.....

5. Personnel (if applicable).....

.....  
.....

Comments on the above:

.....  
.....  
.....

FIRST SCHEDULE, FORM COC. 12—continued

Public Health Officer/Public Health Technician
District
Thro'

Medical officer of Health /Provincial
Medical officer of Health (Nairobi)
District

cc. The Provincial Medical Officer:
Province

Medical officer of Health /Provincial
Medical officer of Health

District
cc. The Provincial Medical Officer:
Province

NB.\* Applies to Nairobi only.

FORM COC. 13

(r. 10)

LEAVING CERTIFICATE

This is to certify that
(full name)
ID No. College Registration No.
who was admitted to this college on in the faculty of
for diploma in passed the final examination on
and successfully completed the course on

COMMENT FROM HEAD OF FACULTY

Head of Faculty's Signature Date

Student's Signature Date

Principal's Signature Date

*Clinical Officers (Training, Registration and Licensing)*

[Subsidiary]

FIRST SCHEDULE—*continued***FORM COC. 14**

(r. 11)

## THE KENYA MEDICAL TRAINING COLLEGE DIPLOMA IN CLINICAL MEDICINE AND SURGERY

This is to certify that ..... has successfully completed the approved course in Clinical Medicine and Surgery conducted at Kenya Medical Training College.

The Diploma in Clinical Medicine and Surgery had accordingly been awarded this ..... day of ....., 20..... Issued by: .....

.....  
*Head of Faculty  
 Principal*

**FORM COC. 15**

(r. 12)

## THE KENYA MEDICAL TRAINING COLLEGE HIGHER DIPLOMA IN CLINICAL MEDICAL AND SURGERY

This is to certify that ..... has successfully completed the approved specialized course in ..... for the award of Higher Diploma in ..... on this ..... day of ....., 20.....

Seal

Issued by: .....

.....  
*Head of Faculty  
 Principal*

## SECOND SCHEDULE

[Rule 13, L.N. 49/1998.]

## FEES PAYABLE UNDER THE ACT

|   | KSh.  |
|---|-------|
| 1. Registration as a qualified clinical officer .....                               | 3,000 |
| 2. Reinstatement of name in the register .....                                      | 2,000 |
| 3. Full time medical or dental practitioner .....                                   | 2,000 |
| 4. Assessment on request .....  | 5,000 |
| 5. Licence to render medical or dental services in non-government institution ..... | 1,000 |
| 6. Licence to practice part time .....  | 1,000 |
| 7. Change of premises .....   | 1,000 |
| 8. Assessment fee (ordinary) .....  | 1,000 |
| 9. Licence to practice as a locum .....   | 500   |
| 10. Late renewal of licence fee .....   | 1,000 |
| 11. Each copy of proceedings .....  | 50    |

[Subsidiary]

SECOND SCHEDULE—continued

|   |       |
|---|-------|
|   | KSh.  |
| 12. Fee for temporary fee for foreign students .....                        | 2,000 |
| 13. Guidelines for clinical officers and interns in clinical medicine ..... | 100   |
| 14. Inspection forms on clinical officers .....                             | 500   |





**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING)  
(ELECTIONS) REGULATIONS, 1992**

ARRANGEMENT OF REGULATIONS

*Regulation*

1. Citation.
2. Interpretation.
3. Notice of elections.
4. Preliminary preparations for elections.
5. Election Day procedure.
6. Canvassing forbidden.
7. Counting of votes.
8. Appeals.

SCHEDULE

---

[Subsidiary]

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING)  
(ELECTIONS) REGULATIONS, 1992**

[L.N. 213/1992.]

**1. Citation**

These Regulations may be cited as the Clinical Officers (Training, Registration and Licensing) (Elections) Regulations, 1992.

**2. Interpretation**

In these Regulations, unless the context otherwise requires—

“**Association**” means the Kenya Clinical Officers Association;

“**branch**” means a province;

“**executive officer**” means a person appointed as an executive officer under section 4 of the Act;

“**returning officer**” means the Permanent Secretary to the Ministry for the time being responsible for matters relating to health or any other person appointed in writing by the Permanent Secretary.

**3. Notice of elections**

(1) The Minister may from time to time by notice in the *Gazette* and in such newspapers circulating in Kenya as he may think fit, declare that an election to the Council of the seven clinical officers as required by section 3(1)(f) of the Act, shall be held on a day to be specified in the notice which day is referred to as “Election Day”.

(2) Election Day shall be the same day on which the Annual General Meeting of the members of the Association is being held and where no Annual General Meeting is being held by the Association in that particular year, it shall be a day in which the Association calls a special general meeting.

(3) The notice for elections shall be published at least one hundred days before the “Election Day”.

**4. Preliminary preparations for elections**

(1) Sixty days prior to Election Day the Registrar shall send a notice to the chairman of the Kenya Clinical Officers Association, requesting the chairman to forward to the Registrar names of four candidates who will have been nominated in each branch.

(2) The four nominated candidates from each branch shall include one candidate in private practice and three others in the public service.

(3) On receipt of the names of the nominated candidates, who shall be numbered from number one to number twenty-eight and who shall comprise all the branches, the Registrar shall prepare a ballot paper in the form provided for in the Schedule.

(4) Beside the first name in each branch, appearing in the ballot paper, the letters “pp” shall be printed indicating that the first name is that of a candidate in private practice.

(5) For the purposes of the elections the Eastern and North-Eastern provinces shall be considered as one branch.

**5. Election Day procedure**

(1) On Election Day the Registrar shall demonstrate to the members present the procedure to be followed in the election of the seven council members.

*Clinical Officers (Training, Registration and Licensing)*

[Subsidiary]

(2) The members shall then elect three candidates from the list of seven candidates who are in private practice to represent the private practitioners in the Council.

(3) The three elected private practitioners shall be announced and they shall represent three branches, which branches will not be considered in the elections of the remaining branches.

(4) The members will then elect four candidates from the list of candidates of the remaining branches, to represent the Clinical Officers in public service.

**6. Canvassing forbidden**

Canvassing by delegates at the election centre, during the election, shall not be allowed, and any officer found canvassing may be disqualified from voting by the returning officer:

Provided that officers who wish to be assisted during the election may be so assisted by the returning officer or the Registrar.

**7. Counting of votes**

(1) The returning officer, the Registrar and the executive officer assisted by three other Clinical Officers who shall not have been candidates in the elections and who shall be appointed by the executive committee of the Association shall count all the votes for each candidate and the returning officer shall announce the results.

(2) The elections shall be by a simple majority but in the event of a tie the returning officer shall have a casting vote.

(3) All the names of the successful candidates shall be published within fourteen days after the elections, in the *Gazette* and in such newspapers circulating in Kenya, as the returning officer shall direct.

**8. Appeals**

Any person aggrieved by the decision of the returning officer on any election matters may appeal to the Minister within thirty days of the publication of the election results in the *Gazette* and in any such appeal the Minister's decision shall be final.

SCHEDULE

BALLOT PAPER

(TICK IN THE APPROPRIATE BOX)

| <i>Province</i> | <i>Number</i> | <i>Name</i>                    |
|-----------------|---------------|--------------------------------|
| WESTERN         | PP 1          | ..... <input type="checkbox"/> |
|                 | 2             | ..... <input type="checkbox"/> |
|                 | 3             | ..... <input type="checkbox"/> |
|                 | 4             | ..... <input type="checkbox"/> |

Clinical Officers (Training, Registration and Licensing)

[Subsidiary]

SCHEDULE—continued

| Province        | Number | Name                           |
|-----------------|--------|--------------------------------|
| NYANZA          | PP 5   | ..... <input type="checkbox"/> |
|                 | 6      | ..... <input type="checkbox"/> |
|                 | 7      | ..... <input type="checkbox"/> |
|                 | 8      | ..... <input type="checkbox"/> |
| RIFT VALLEY     | 9      | ..... <input type="checkbox"/> |
|                 | 10     | ..... <input type="checkbox"/> |
|                 | 11     | ..... <input type="checkbox"/> |
|                 | 12     | ..... <input type="checkbox"/> |
| CENTRAL         | 13     | ..... <input type="checkbox"/> |
|                 | 14     | ..... <input type="checkbox"/> |
|                 | 15     | ..... <input type="checkbox"/> |
|                 | 16     | ..... <input type="checkbox"/> |
| EASTERN         | PP 17  | ..... <input type="checkbox"/> |
| NORTH - EASTERN | PP 18  | ..... <input type="checkbox"/> |
|                 | 19     | ..... <input type="checkbox"/> |
|                 | 20     | ..... <input type="checkbox"/> |
| COAST           | PP 21  | ..... <input type="checkbox"/> |
|                 | 22     | ..... <input type="checkbox"/> |
|                 | 23     | ..... <input type="checkbox"/> |
|                 | 24     | ..... <input type="checkbox"/> |
| NAIROBI         | PP 25  | ..... <input type="checkbox"/> |
|                 | 26     | ..... <input type="checkbox"/> |
|                 | 27     | ..... <input type="checkbox"/> |
|                 | 28     | ..... <input type="checkbox"/> |

\_\_\_\_\_

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING)  
(PRACTISING) REGULATIONS, 1992**

ARRANGEMENT OF REGULATIONS

PART I – PRELIMINARY

*Regulation*

1. Citation.
2. Interpretation.
3. Application for a licence.

PART II – PRIVATE PRACTICE

4. Application.
5. Private Practitioners.
6. Employment of assistants.
7. Radiological and clinical laboratories.
8. Locum.
9. Part-time licence.
10. Mobile or out-reach clinics.

PART III – PRIVATE PRACTICE PREMISES

11. Production of inspection report.
12. Licence to relate to premises.
13. Display of licence.
14. Private clinic to be inspected.

PART IV – MISCELLANEOUS PROVISIONS

15. Unlicensed clinical officer.
  16. Refusal, withdrawal or revocation of licence.
  17. Licences are property of the Council.
  18. Professional dress.
  19. Professional conduct to be observed.
  20. Council to regulate fees.
  21. Mode of communication.
  22. Necessity to familiarize with the law.
  23. General penalties.
-

[Subsidiary]

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING)  
(PRACTISING) REGULATIONS, 1992**

[L.N. 449/1992, L.N. 50/1998.]

## PART I – PRELIMINARY

**1. Citation**

These Regulations may be cited as the Clinical Officers (Training, Registration and Licensing) (Practising) Regulations, 1992.

**2. Interpretation**

In these Regulations, unless the context otherwise requires—

“**advertise**” means to issue or cause to be issued a sign, notice, circular, label or wrapper or to make any announcement orally or by means of producing or transmitting light or sound;

“**approved medical institution**” means a Government, religious or private hospital or nursing or maternity home which the Council has declared to be an approved institution;

“**clinical laboratory**” means premises for examining specimen for purpose of providing information on diagnostic treatment or prevention of disease;

“**dental practitioner**” means a person registered under the Medical Practitioners and Dentists Act, (Cap. 253) as a dental practitioner who is also licensed under the same Act to practice dentistry for fees either in cash or in kind;

“**first aid**” means initial medical treatment or help given to a sick or injured person before referral to a doctor or hospital;

“**Forms and Fees Regulations**” means the Clinical Officers (Training, Registration and Licensing) (Forms and Fees) Regulations;

“**hospital**” means an institution which has, in addition to, resident medical practitioners or dentists, nursing staff and operating theatre and a mortuary;

“**licence**” means any of the class of licence issued under these Regulations;

“**licensee**” means any clinical officer issued with a valid licence;

“**medical practitioner**” means a person registered under the Medical Practitioners and Dentists Act, as a medical practitioner, who is also licensed under the same Act, to practice medicine for fees either in cash or in kind;

“**non-governmental health institution**” means a health institution which is not subsidized by the exchequer;

“**part-time practice**” means the practice conducted by an employed clinical officer in his own clinic during those times when he is not officially on duty;

“**private clinic**” means any health clinic where private practice is carried out.

**3. Application for a licence**

(1) All registered clinical officers shall apply in the prescribed form for a practising licence to—

- (a) render medical or dental services as an internship;
- (b) render medical or dental services in a non-governmental health institution;

[Subsidiary]

- (c) render medical or dental services in government health institution;
- (d) engage in locum;
- (e) engage in part-time practice; or
- (f) engage in full-time private practice.

(2) Where an applicant has satisfied the conditions for the issue of any of the above classes of licences, the Registrar shall, within a period not exceeding fourteen days from the date of receipt of the application, issue the applicant with the licence.

## PART II – PRIVATE PRACTICE

### 4. Application

This part shall apply to private practitioners.

### 5. Private Practitioners

A clinical officer issued with a licence to engage in private practice under regulation 3 shall—

- (a) indicate his name and qualifications to be written in an unostentatious manner and in accordance with the “code of professional conduct” applicable to clinical officers:  
Provided that a clinical officer shall not use any words implying that a private clinic is a hospital or a nursing home;
- (b) keep in his private clinic adequate stocks of essential drugs listed in the Second Schedule to the Act and shall in addition maintain an accurate record of all drugs to which the Pharmacy and Poisons Act (Cap. 244) and the Dangerous Drugs Act (Cap. 245) applies;
- (c) immediately notify the medical officer of health in his area of practice of any of the disease set out in the Third Schedule to the Act which have been treated in his clinic; and
- (d) where death occurs in his clinic, without delay inform the medical officer of health in his area of practice and the officer commanding police division in that area.

### 6. Employment of assistants

(1) A clinical officer may employ as an assistant any person who has undergone a recognized training in clinical medicine, dentistry, nursing or midwifery from an approved training institution to undertake defined duties under the immediate supervision of the clinical officer himself:

Provided that where the assistant employed is not a trained medical person, the assistant shall not undertake any form of medical treatment.

(2) Where the clinical officer allows his assistant who is not medically trained to undertake medical treatment of patients in his clinic, the clinical officer commits professional malpractice and is liable to be charged by the Council a fine not exceeding ten thousand shillings.

[L.N. 50/1998, s. 2.]

### 7. Radiological and clinical laboratories

(1) A clinical officer may not include a clinical radiological laboratory in his clinic unless the clinical officer who owns the clinic has employed a qualified radiographer who shall be solely responsible for undertaking radiological examination of patients.

**[Subsidiary]**

(2) A clinical officer may not include a clinical laboratory in his clinic unless the clinical officer has engaged the services of a qualified medical laboratory technologist or technician who shall be responsible for undertaking laboratory investigations of all the specimen of the patients.

(3) Notwithstanding the provisions of this regulation nothing therein shall prevent a medical laboratory technician or technologist from undertaking any tests in any clinical laboratory where the necessary equipment is available.

**8. Locum**

A clinical officer licensed to practice as a locum may apply for a licence to practice for twelve months.

**9. Part-time licence**

Where a clinical officer in employment applies to be issued with a part-time licence, to engage in part-time practice he shall be required to produce to the Registrar an approval in writing from his present employer before the issue of the licence.

**10. Mobile or out-reach clinics**

The Council may licence any clinical officer who satisfies the conditions of the Act and any regulations made thereunder to operate a mobile clinic or out-reach services in hardship or nomadic areas of the Republic.

**PART III – PRIVATE PRACTICE PREMISES****11. Production of inspection report**

No clinical officer shall be issued with a licence to open and operate a private clinic unless he has produced to the satisfaction of the Council, an inspection report in Form COC 12 set out in the Forms and Fees Regulations.

**12. Licence to relate to premises**

Every private practice licence shall be issued in respect of premises named therein and shall not be displayed in any other premises without the written permission of the Council.

**13. Display of licence**

A licensee shall display his licence in a conspicuous position at the premises to which it relates and any clinical officer who practises without displaying his licence in accordance with this provision commits professional malpractice and is liable to be charged by the Council a fine not exceeding five thousand shillings.

[L.N. 50/1998, s. 2.]

**14. Private clinic to be inspected**

A private clinic managed by a clinical officer shall be open for inspection at all reasonable times, by an authorized officer appointed by the Council and any licensee who without reasonable cause obstructs the officer while acting in the course of his duty, commits professional misconduct and is liable to be charged by the Council, a fine not exceeding three thousand shillings.

[L.N. 50/1998, s. 2.]

## PART IV – MISCELLANEOUS PROVISIONS

**15. Unlicensed clinical officer**

Any registered clinical officer who undertakes or offers medical or dental services without a valid licence commits professional malpractice and is liable to be charged by the Council, a fine not exceeding five thousand shillings at the first instance and for every subsequent month or part of a month that he continues in practice the fine payable shall be five hundred shillings.

[L.N. 50/1998, s. 2.]

**16. Refusal, withdrawal or revocation of licence**

(1) The Council shall have the powers to refuse to issue, cancel, withdraw, suspend, refuse to renew or revoke any licence where the Council has reasonable grounds to believe that the licensee or applicant is in breach of any of the provisions of the Act, or any Regulations made thereunder, and in particular the Council shall suspend, cancel, withdraw, revoke or refuse to renew or issue a licence to a person, though qualified to be licenced who—

- (a) has been incapacitated for example by age, illness or other justifiable reasons;
- (b) has become a drug addict;
- (c) has been found guilty of a criminal offence affecting his profession as a clinical officer;
- (d) has been found guilty of professional malpractice or misconduct in respect to his calling.

(2) Where the Council exercises its powers in paragraph (1), the Council shall give the licensee or applicant an opportunity to be heard in person before the Council.

(3) Where a licensee or applicant is aggrieved by the decision of the Council under this regulation, he may appeal within a period of sixty days from the date of that decision to the Medical Board of Health and in every such appeal the decision of the board shall be final.

**17. Licences are property of the Council**

(1) All the licences issued by the Council shall be the property of the Council.

(2) Any person who, not being a clinical officer, holds or destroys any licence of the Council or refuses to surrender or produce such a licence commits an offence and is liable on conviction to a fine not exceeding two thousand shillings.

[L.N. 50/1998, s. 2.]

**18. Professional dress**

A clinical officer while on duty shall at all times be dressed and groomed in such a manner as to portray a respectable image of his profession to his patients and the public as a whole and in particular he shall observe and wear such badges, insignia or uniform normally worn by clinical officers as may be prescribed from time to time by the Council.

**19. Professional conduct to be observed**

All clinical officers shall at all times observe strictly the standards of ethics laid down in the code of professional conduct for clinical practitioners.

[Subsidiary]

**20. Council to regulate fees**

(1) The Council shall have the power to regulate the fees to be charged for consultations visits, treatments and referrals in private clinics managed by clinical officers.

(2) A receipt shall be issued for any fees charged and paid for any medical or dental services rendered including laboratory or radiological services.

(3) The Council shall have the powers to arbitrate in complaints regarding fees charged in private clinics by clinical officers.

**21. Mode of communication**

Wherever under these regulations there is a need to communicate to any licensee, the mode of communication shall either be sent to him by a registered post or by hand delivery whichever is most convenient.

**22. Necessity to familiarize with the law**

The Registrar shall before granting a licence for a private practice to a new applicant, ensure that the applicant has obtained a copy of and is familiar with the provisions of the Act and regulations made thereunder.

**23. General penalties**

Where a person is guilty of an offence under these Regulations for which no penalty is expressly provided, he shall be liable to a fine not exceeding three thousand shillings.

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**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING)  
(APPROVED TRAINING INSTITUTIONS) REGULATIONS, 1998**

ARRANGEMENT OF REGULATIONS

*Regulation*

1. Citation.
2. Training Institutions.
3. Licensing Institutions.

SCHEDULE

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[Subsidiary]

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING)  
(APPROVED TRAINING INSTITUTIONS) REGULATIONS, 1998**

[L.N. 94/1998.]

**1. Citation**

These Regulations may be cited as the Clinical Officers (Training, Registration and Licensing) (Approved Training and Licensing Institutions) Regulations, 1998.

**2. Training Institutions**

The institutions set out in Part A of the schedule shall be approved training institutions for the purposes of section 7(1)(a).

**3. Licensing Institutions**

The institutions set out in Part B of the schedule shall be institutions approved by the Council for the purposes of section 11(2).

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SCHEDULE

PART A

| <i>Province</i> | <i>Approved Hospital for Internship</i>   |
|-----------------|---|
| Central         | Kiambu District Hospital.<br>Nyeri Provincial Hospital.<br>Thika District Hospital.<br>St. Lukes Mission Hospital (North Kinangop).<br>Presbyterian Church of East Africa Hospital (Kikuyu).      |
| Coast           | Coast provincial General Hospital.<br>Kilifi District Hospital.   |
| Eastern         | Consolata Hospital (Nkubu)<br>Embu provincial General Hospital.<br>Meru District Hospital.<br>Machakos General Hospital.  |
| Nairobi         | Kenyatta National Hospital.<br>Mbagathi District Hospital.  |
| Nyanza          | Homa Bay District Hospital.<br>Kisumu Provincial General Hospital.<br>Kisii District Hospital.<br>St. Camilus Mission Hospital (Tabaka).  |
| Western         | Bungoma District Hospital.<br>Kakamega General Hospital.<br>St. Mary's Mission Hospital (Mumias).<br>St. Elizabeth Mission Hospital (Mukumu).<br>St. Mary's School of Clinical Medicine (Mumias). |
| Rift Valley     | Eldoret Provincial General Hospital.<br>Kericho District Hospital.  |

[Subsidiary]

SCHEDULE—*continued*

*Province*

*Approved Hospital for Internship*

Kitale District Hospital.

Nakuru Provincial General Hospital.

Tenkwek Mission Hospital (Kericho).

PART B

[G.N. 3142/1995]

The approved medical institutions as gazetted by the Medical stationers and Dentist Board and as amended from time to time.

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**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING) (TRAINING, REGISTRATION, ASSESSMENT, AND INTERNSHIP) REGULATIONS, 1998**

ARRANGEMENT OF REGULATIONS

PART I – PRELIMINARY

*Regulation*

1. Citation.
2. Interpretation.

PART II – TRAINING

3. Council to prescribe course of training.
4. College to prescribe minimum entry requirements.
5. Council to determine number of students per class.
6. Duration of training.
7. Prescribed course of training.
8. Offences by person in institutions not approved.
9. Tutors.

PART III – ADMINISTRATION

10. Committees of the Council.

PART IV – REGISTRATION

11. Application for Registration.
12. De-registration.

PART IV – ASSESSMENT

13. Assessment.
14. Appeals.

PART V – INTERNSHIP

15. Internship.

SCHEDULE

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[Subsidiary]

**CLINICAL OFFICERS (TRAINING, REGISTRATION AND LICENSING) (TRAINING, REGISTRATION, ASSESSMENT, AND INTERNSHIP) REGULATIONS, 1998**

[L.N. 48/1998.]

## PART 1 – PRELIMINARY

**1. Citation**

These Regulations may be cited as the Clinical Officers (Training Registration and Licensing), (Training, Registration, Assessment and Internship) Regulations, 1998.

**2. Interpretation**

In these regulations, unless the context otherwise requires—

“**an intern**” means a person holding a diploma in clinical medicine and surgery or similar qualifications recognized by the Council who is undergoing a prescribed period of training in an approved training institution;

“**assessment**” means the techniques applied by the Council in determining the suitability of a person for registration or licensing by the council and includes both oral and written examination;

“**clinical medicine**” includes medicine, paediatrics and community health.

“**clinical surgery**” includes surgery, obstetric and gynaecology, ear, nose and throat, dentistry and ophthalmology;

“**college**” means the Kenya Medical Training College established under the Kenya Medical Training College Act;

“**constituent training centre**” means any institution gazetted by the Minister under the Kenya Medical Training College Act, as a constituent training centre of the college;

“**Examination Board**” means the examining consultants and tutors;

“**internship**” means one year compulsory training undertaken by a clinical officer immediately after completion of his basic training course in an approved training institution and may also include any further institutional training recommended by the Council to be undertaken by a clinical officer who is either trained outside Kenya and who wishes to be registered and/or licensed by the council or who has been assessed by the Council and been recommended for further training;

“**prescribed course of training**” means the approved syllabi for the training of clinical officers in defined disciplines as shall be determined by the Council from time to time;

“**registered**” means registered as a clinical officer under section 7 of the Act.

## PART II – TRAINING

**3. Council to prescribe course of training**

The Council shall with the approval of the Minister and in consultation with the Head of Clinical Medicine in case of the college and with the Head of Training in any constituent training centre, prepare a prescribed course of training for both basic and post-basic courses.

**4. College to prescribe minimum entry requirements**

(1) The college with the approval of the Directorate of Personnel Management shall prescribe the minimum academic requirements for admission into the basic course to train as a clinical officer in the college or in a constituent training centre.

(2) Subject to the provisions of sub-regulation (1), the college or a constituent training centre shall not admit any person to the college or a constituent centre to train as a clinical officer who does not satisfy the minimum academic requirements.

(3) The Council shall have powers to satisfy itself that persons admitted to train as clinical officers by the college or in a constituent training centre meet the required minimum academic qualifications.

(4) In order for the Council to exercise its powers under sub regulation (3), the Head of Clinical Medical in the college and the Head of Training in a constituent training centre shall avail to the Council for its perusal, the names and qualifications of persons admitted in the college or centre to pursue training in clinical medicine.

(5) Where the council is satisfied that a person, through admitted by the college or a constituent training centre to train as a clinical officer, does not satisfy the set out minimum academic requirements, the Council shall request the Minister to discontinue the training of such a person and the Minister shall have powers to discontinue the training of that person.

(6) Where the Minister exercises his powers under sub-regulation (5), the Minister's decision shall be final and the minister shall not be liable in a court of law for an act done in the exercise of his powers.

**5. Council to determine number of students per class**

(1) The Council shall with the approval of the Minister, determine the number of persons to be admitted by the college or a constituent training centre in a single unit or class for the purposes of training as a clinical officer.

(2) In exercising its powers under sub-regulation (1), the Council shall ensure that no single unit or class exceeds fifty students per class.

(3) Subject to the provisions of sub-regulation (2) where the college or a constituent training center exceeds the number of students per unit or class prescribed, the Minister shall require the college or the constituent training centre to remove the excess number of students and provide an alternative unit or class and in addition the Minister may undertake such disciplinary action against the college or the constituent training center as he shall deem appropriate.

**6. Duration of training**

(1) The period of training as a clinical officer in Kenya shall not be less than four years, including one year of compulsory internship.

(2) The academic year for all students pursuing the basic training course in the college or in a constituent training centre shall run simultaneously and the same theory examination shall be undertaken at the same time by all the students in corresponding years and the time shall be agreed upon by the college and the constituent training centre.

(3) (a) The results of the final qualifying examination as declared by the Examination Board shall be final.

(b) The Council shall have the power to refuse to register a person who fails to meet the requirements of regulation 3(a).

**[Subsidiary]**

(4) The period of training in a post-basic course for clinical officer training in Kenya shall not be less than one year or such longer period as the Council may with the approval of the Minister prescribe from time to time.

(5) Upon completing their training course the college shall award the successful students from the college and the constituent training centre with a diploma of the college, but the college and each constituent centre shall present their individual students with school leaving certificates of their institutions.

**7. Prescribed course of training**

(1) All persons pursuing a basic course in clinical medicine shall be required to cover all the disciplines set out in Part A of the schedule to these regulations.

(2) Any clinical officer wishing to pursue a post-basic course in clinical medical and surgery shall be required to select one or more of the disciplines set out in Part B of the schedule to these regulations.

**8. Offences by person in institutions not approved**

Any person being in-charge of any institution which is not approved by the minister as an institution for training of clinical officers who—

- (a) admits to the institution under his charge any person for the purpose of training as a clinical officer for purposes of registration under the Act;
- (b) purports to be conducting courses of training or examination under the Act or these regulations;
- (c) issues any documents, statements, badges, seals or uniforms implying that the institution under his charge is approved by the Minister as an institution for training of persons seeking registration under the Act,

commits an offence and is liable on conviction to a fine of not less than one hundred thousand shillings or imprisonment for a term of three years.

**9. Tutors**

(1) All clinical officer's tutors employed by the college or a constituent training centre shall have the following minimum qualifications which shall be determined by the council—

- (a) they must be registered by a professional body or institute;
- (b) they must have a minimum of three years working experience since qualifying from college.

(2) The Principal of the College and Head of a constituent training centre shall at the request of the Council make available to the Council all the names and qualifications of clinical officer's tutors employed by the college to the centre to teach and train clinical officers.

(3) Where the Council is satisfied that a clinical officer tutor employed by the college or a constituent training centre does not meet the minimum requirements set out under sub-regulation (1), the council shall request the Minister to discontinue the services of such a tutor and the Minister shall terminate the services of such a tutor forthwith.

(4) Where the Minister exercises his power under sub-regulation (3) the Minister's decision shall be final and no action shall lie against the Minister in a Court of Law.

**PART III – ADMINISTRATION****10. Committees of the Council**

(1) The Council shall appoint the following committees for the more effective carrying out of its functions under the Act—

- (a) The Training Committee:

- (b) The Registration and Assessment Committee:
- (c) The Private Practice Committee:
- (d) The Finance Committee:
- (e) The Inspectorate Committee:
- (f) The Disciplinary Committee,

and any other committee that the Council may from time to time appoint.

(2) Each committee shall appoint its own chairman and secretary.

(3) Each committee shall be composed of not less than four and not more than seven members.

(4) The quorum of each committee shall be three.

(5) Each committee shall sit as and when necessary depending on whether the committee has issues requiring deliberation by that committee.

(6) A committee may co-opt such person or persons as it deems appropriate to its membership.

(7) Each committee shall initiate and regulate its own working procedure.

(8) No decision of a committee shall bind the Council until it has been ratified by the Council before implementation.

#### PART IV – REGISTRATION

##### 11. Application for Registration

(1) Every person who wishes to be registered under section 7 of the Act, shall submit to the Registrar an application for registration in the appropriate form together with—

- (a) copies of professional and academic certificates;
- (b) a copy of the Identity Card or passport;
- (c) the prescribed fee.

(2) A person applying for registration as a clinical officer under section 7 of the Act, who had been training outside Kenya or who has been registered outside Kenya shall in addition to the documents required in sub-regulation (1) attach a copy of certificate of good standing and a copy of the registration certificate awarded in the foreign country or similar certificate, and a curriculum vitae.

(3) The Council shall without undue delay, issue to an applicant who satisfies all the conditions required by the Act and these regulations, with a Certificate of Registration as contained in the forms and fees regulations.

(4) The Council shall have the power to refuse to register any person who has not complied with any of the provisions of the Act and these regulations, and the decision of the Council shall be final.

##### 12. De-registration

(1) The Registrar shall have the power to de-register any person—

- (a) whose registration has been obtained by fraud;
- (b) whose name has been registered in error; and
- (c) the registrar shall, with the approval of the Council, de-register any person who has committed an offence under the Act.

*Clinical Officers (Training, Registration and Licensing)***[Subsidiary]**

(2) The name of any person who has been de-registered by the council shall be published in the *Kenya Gazette*.

(3) Every year, the registrar shall submit for ratification by the Council a list of all clinical officers who have been registered and those who have been de-registered in that particular year.

## PART IV – ASSESSMENT

**13. Assessment**

The Council shall have the powers to assess by written and oral examination a clinical officer—

- (a) who, though registered under the Act, has not been in practice for more than two years and who wishes to be licensed to undertake private practice;
- (b) who through being registered and licensed, the council, on reasonable grounds is satisfied that his professional performance and knowledge have deteriorated due to old age, drunkenness, addition, incapacitation or any satisfactory reason;
- (c) who has been trained outside Kenya and wishes to be registered and/or licensed by the council.

(2) Upon completion of the assessment exercise the Council may recommend that—

- (a) a clinical officer be registered and/or licensed as requested;
- (b) a clinical officer be referred for attachment in an approved training institution or a licence for medical practice be issued for a specified period and the decision of the Council shall be specified period and the decision affected without undue delay.

(3) All person appearing for assessment, shall be required to pay the prescribed assessment fee.

**14. Appeals**

(1) Any person aggrieved by the decision of the assessment committee may appeal to the Council within a period of twenty-one days from the date of the decision.

(2) The decision of the Council on any appeal from one of its committees shall be final.

## PART V – INTERNSHIP

**15. Internship**

(1) All clinical officers who have completed three years institutional training of their basic course in Kenya, shall be required to undergo one year of internship in an approved hospital.

(2) The Council shall prepare and provide to all the interns, detailed guidelines in respect of all the disciplines that a clinical officer shall be required to cover while undertaking internship and the guidelines shall be for a fee as may be prescribed by the Minister.

(3) The supervision of an intern while undertaking internship shall be the responsibility of the medical superintendent who shall avail all the necessary assistance to the intern to enable him acquire all the relevant skills.

(4) Upon completion of the internship period, an intern shall submit to the Council a duly completed internship assessment from as specified in the Forms and Fees Regulations, duly signed by his supervisors and the medical superintendent where the intern undertook his internship.

[Subsidiary]

(5) Within thirty days after submitting his internship assessment form to the Council, the intern shall, unless otherwise advised by the Council, be required to apply to the Registrar for registration as is provided for under the Act and these Regulations.

(6) Any clinical officer who exceeds the time period provided in sub-regulation (5) shall be required to pay to the council at the time of submitting his application, a late registration fee of not less than five hundred shillings and one hundred for every subsequent month or part of a month that he or she continues in default.

(7) The Council shall have powers, to exempt any person from the payment of late registration fee, where delay in submitting the application is not caused by the applicant, omissions, negligence or carelessness.

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#### SCHEDULE

##### PART A – APPROVED DISCIPLINES IN BASIC COURSE

Medicine:

Surgery:

Pediatrics:

Obstetrics and Gynecology:

Community Health: and

any other discipline that the Council with the consent of the Minister may by Notice in the *Gazette*, approve.

##### PART B – APPROVED DISCIPLINES IN POST-BASIC COURSE

Pediatrics:

Ear, nose and throat diseases;

Anaesthesia:

Cardio-Pulmonary Perfusion; and

Cardiothoracic;

Surgery and Medicine;

Lung and Skin diseases;

Eye Cataract and Surgery;

Orthopedic;

Epidemiology;

Psychiatric;

Pathology;

Gynaecology and obstetrics;

Ophthalmology;

Medical Education;

Dermatology;

Community Health;

Radiology;

and any other course that the Council with the consent of the Minister may be notice in the *Gazette* approve.

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