

1. HEALTH RECORDS INFORMATION OFFICERS – Nine (9) posts

The HRIO is a key member of the multi-disciplinary team managing HIV services at the facility. Reporting to the CCC in-charge and technically to the facility HRIO in charge or sub county HRIO, their key roles include management of all HIV-related documentation, monitoring and reporting systems. Specifically they will:

- Collect and maintain data at CCC- Both paper based and Electronic.
- Update all relevant registers at CCC and other tools including databases
- Compile monthly summaries and ensure prompt and accurate reporting
- Assist in establishment of defaulter tracing system
- Prepare patient charts for next clinic
- Receive patients on arrival at CCC
- Enroll new patient at CCC and opens files for them
- Manage appointments for CCC patients
- Ensure proper file management; ensuring tools and lab results are properly filed
- Give weekly (or as frequently as appropriate) data feedback to MDT for appropriate action and evidence based decision making
- Establish a system to alert clinicians on individual case management e.g. CD4 testing, TB screening etc
- Mentor other HCW at the CCC on records management and other data related aspects

Reporting Lines

- The HRIO works directly under the CCC in charge
- All monthly reports should be channeled through facility health record in charge. The CCC in charge should be briefed on any report being submitted before it is sent out.
- HRIO should desist from sharing CCC data with people unknown to the County health structures without approval of CCC in charge.

Minimum Qualification:

- A Diploma in Health Records and Information Management
- Registered with relevant regulatory Body
- Computer Literate

- At least one year experience in a health facility
- 2 years' experience in a health records and information management environment coupled with short courses on ART HMIS or any other relevant training can be considered in lieu of a diploma in health records.

Monthly pay of Kshs **24,317.00**