

KMLTTB/TRN/09




REPUBLIC OF KENYA
MINISTRY OF HEALTH



KENYA MEDICAL LABORATORY TECHNICIANS AND TECHNOLOGISTS BOARD

**THE ROLE OF A HEAD / CHAIRMAN OF DEPARTMENT/SCHOOL OF MEDICAL
LABORATORY SCIENCES TRAINING IN A COLLEGE / UNIVERSITY.**

Pursuant to the Medical Laboratory Technicians and Technologists Board Act (CAP 253A) Laws of Kenya

	THE ROLE OF A HEAD / CHAIRMAN OF DEPARTMENT / SCHOOL OF MEDICAL LABORATORY SCIENCES TRAINING IN A COLLEGE / UNIVERSITY		DOCUMENT CONTROL Serial: KMLTTB/TRN/09 Version 001 Date: 30 TH SEPTEMBER, 2024
	OWNER OF THE FORM	REGISTRAR	

The Head/chairman of Department/School of medical laboratory sciences shall be responsible for the application, registration, and renewal of practicing certificate for any college or university intending to offer medical laboratory sciences programme in public and private sector. All medical laboratory sciences training institutions shall be supervised by persons holding a practicing certificate and an annual license issued by KMLTTB.

**ELIGIBILITY TO BE THE ROLE OF HEAD /CHAIRMAN OF A MEDICAL LABORATORY SCIENCES
TRAINING INSTITUTION.**

1. A medical laboratory sciences professional shall only be eligible to head or chair an approved medical laboratory training institution if he/she has the requisite academic and professional qualifications as well as being duly registered licensed to practice medical laboratory.
2. A medical laboratory professional shall be eligible to head / chair medical laboratory sciences department /school over an approved medical laboratory science training institution if she/he has worked as a medical laboratory professional for a period of not less

than 5 years in a registered medical laboratory/approved medical laboratory sciences training institution.

3. Any person(s) who wants to apply for approval of medical laboratory sciences training institution shall complete the application forms and provide all the necessary documents as prescribed by the Board.
4. One person shall only be eligible to head or chair over one medical laboratory sciences training institution school or department.
5. The board shall be notified in writing at least 21 days prior to any changes affecting the following:
 - i. Change of ownership-including share distribution, change of directors etc of an approved medical laboratory sciences training institution.
 - ii. Change of head /chairman of medical laboratory sciences department or school in an approved college or university.
 - iii. Change in registered premises i.e. Location, Plot number, building, floor etc.
 - iv. Change in nature of business training i.e. change from college to university.
 - v. Any other significant changes.
 - vi. No approved medical Laboratory sciences training institution shall operate without head or chairman of department of school.
 - vii. Whenever an approved Medical laboratory sciences training institution make any of the above changes and notify the Board Accordingly the Board shall re-inspect the Medical laboratory sciences training facilities upon payment of the prescribed fee.
 - viii. Any Person in charge of an approved Medical laboratory sciences training institution who fails to observe this provision commits an offence and shall on conviction be punished with section 18 and 39 of the MLTT Act.

ROLES/DUTIES/RESPONSIBILITIES OF HEAD /CHAIR OF MEDICAL LABORATORY SCIENCES DEPARTMENT /SCHOOL

- All approved Medical Laboratory sciences training institution in Kenya shall be required to have a Medical Laboratory sciences head /chair of department or school.
- The head / Chair of Medical Laboratory Sciences Department /School shall be responsible for the overall operation and administration of the medical laboratory sciences training, including the employment of competent personnel , students indexing, demonstration laboratories, Library books, students practical rotation, reagents and equipment, safety, medical laboratory policies, quality assurance, all testing including reference materials and specimens,testing and test reports.

- The head /Chair of Medical Laboratory Sciences Department / School shall be answerable to KMLTTB on all aspects of operations of Medical Laboratory Practice Business employment in their respective approved Medical Laboratory sciences Training institutions.
- Any Head / Chair of an approved medical Laboratory sciences in charge who disregards or neglects the provisions of this roles/duties/responsibilities shall be deemed to have contravened the code of ethics for Medical Laboratory professionals and Scope of Practice.
- The head/ Chair of an approved medical Laboratory Sciences Training institution who is indicted with any unprofessional conduct ,omission or commission shall be referred to disciplinary committee of the Board for the necessary disciplinary in accordance with section 26 of the Act and may also be fine in accordance with section 39 of the MLTT Act.