



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (HAEMATOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT HAEMATOLOGY
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer will report to the Head of Department (Haematology).	5. NATURE & SCOPE The Specialist Medical Officer is responsible for administering medical treatment to patients at a Hospital in the specialist field of Haematology. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.	
6. SPECIFIC ACCOUNTABILITIES The Specialist Medical Officer (Haematology): <ul style="list-style-type: none"> <input type="checkbox"/> Plans, organizes and direct all activities for the Haematology Ward <input type="checkbox"/> Performs specialist medical work at the Sangre Grande Hospital. <input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes. <input type="checkbox"/> Initiates and directs staff conferences to discuss medical problems for instructional purposes. <input type="checkbox"/> Directs and supervises the work of lower medical officers. <input type="checkbox"/> Administers medical treatment to patients and serve as a Consultant to Medical Officers of a lower level as well as medical practitioners in private practice. <input type="checkbox"/> Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Extensive knowledge of the principles, practices, techniques and modern developments in Internal Medicine and Haematology. <input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Haematology unit of the Hospital. <input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Haematology field of specialization. <input type="checkbox"/> Ability to organize and supervise the work of lower level medical officers, and to guide and advise them on medical matters. <input type="checkbox"/> Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Possession of a Medical Degree from a recognized school of medicine supplemented by the possession of a specialist training in the field of Haematology. <input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field. <input type="checkbox"/> A minimum of seven (7) years' working experience in the field of Haematology. 		
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Registrar <input type="checkbox"/> House Officer <input type="checkbox"/> Medical Interns <input type="checkbox"/> Medical Student 		
10. COMMUNICATION AND WORKING RELATIONSHIP <i>Internal:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Medical Director <input type="checkbox"/> Head of Department <input type="checkbox"/> Manager-Hospital Administration 		

- ❑ Medical and Nursing personnel
- ❑ Other Heads of Department

External:

- ❑ Medical Specialist in other Regional Health Authorities
- ❑ Medical Specialist in other private sector organizations
- ❑ Ministry of Health
- ❑ Medical Board of Trinidad and Tobago
- ❑ University of the West Indies
- ❑ Clients and Family members