



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> SPECIALIST MEDICAL OFFICER (GASTROENTEROLOGY)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> GASTROENTEROLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Specialist Medical Officer (Gastroenterology) will report to the Medical Director or any other duly authorized officers.	<b>5. NATURE &amp; SCOPE</b> The Specialist Medical Officer (Gastroenterology) is responsible for administering emergency medical treatment to patients at the hospital and coordinate management with surgical and oncology teams for best management gastroenterology cases. Work involves serving as consultant to more junior Medical Officers and is performed independently and subject to administrative review by a professional superior through conferences and analysis of reports and observations.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Specialist Medical Officer (Gastroenterology):		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organizes, plan and direct all activities in a hospital or perform specialist medical work in a specialist hospital or unit of a large General Hospital.</li> <li><input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes.</li> <li><input type="checkbox"/> Initiates and direct staff conferences to discuss medical problems for instructional purposes.</li> <li><input type="checkbox"/> Performs emergency medical interventions and procedures within the scope of practice of Gastroenterology</li> <li><input type="checkbox"/> Directs and supervise the work of junior medical officers.</li> <li><input type="checkbox"/> Administers emergency medical treatment to patients and serve as a Consultant to Medical Officers of a more junior level.</li> <li><input type="checkbox"/> Trains junior medical officers, nurses and nursing assistants, and other hospital staff, in the appropriate practice and policies of gastroenterology, or other persons as part of outreach programmes</li> <li><input type="checkbox"/> Performs related work as may be required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Extensive knowledge of the principles, practices, techniques and modern developments in a particular field of specialization.</li> <li><input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards</li> <li><input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the specialty of gastroenterology.</li> <li><input type="checkbox"/> Ability to organize and supervise the work of junior medical officers, and to guide and advise them on medical matters.</li> <li><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.</li> <li><input type="checkbox"/> Must be able to perform upper and lower endoscopies.</li> <li><input type="checkbox"/> Must be able to liaise with Surgical team for best management of gastroenterology cases</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Possession of a Medical Degree from a recognized school of medicine recognized by the Medical Board of Trinidad and Tobago</li> <li><input type="checkbox"/> Possession of a specialist medical degree in gastroenterology or equivalent specialist degree as recognized by the Medical Board of Trinidad and Tobago</li> <li><input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and Specialist Registration Gastroenterology.</li> <li><input type="checkbox"/> A minimum of seven (7) years' working experience in the field of Gastroenterology.</li> </ul>		

**9. SUPERVISORY RESPONSIBILITIES**

- Registrar
- House Officer
- Endoscopy unit

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Medical Director
- Head of Department Internal Medicine
- Medical, Nursing, and Para Clinical 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