



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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|---|---|---|
| <b>1. JOB TITLE</b><br><br>SPECIALIST MEDICAL OFFICER<br>(INFECTIOUS DISEASES)  | <b>2. DIVISION</b><br><br>SANGRE GRANDE HOSPITAL  | <b>3. DEPARTMENT</b><br><br>INFECTIOUS DISEASE AND HIV<br>& AIDS UNIT |
| <b>4. ORGANISATIONAL RELATIONSHIP</b><br><br>The Specialist Medical Officer (Infectious Diseases) will report to the Medical Director or any other duly authorized officers.  | <b>5. NATURE &amp; SCOPE</b><br><br>The Specialist Medical Officer is responsible for administering emergency medical treatment to patients at the hospital. 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><br><br>The Specialist Medical Officer (Infectious Diseases):  |   |   |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Organizes, plans and directs all activities and performs specialist medical work in the area of Infectious Diseases throughout the Authority.</li> <li><input type="checkbox"/> Oversees the management of patients inclusive of reviewing medical records, conducting physical examinations, ordering appropriate tests, and developing a treatment plan.</li> <li><input type="checkbox"/> Establishes work schedules, ensures the efficient and adequate medical coverage and participates in training programmes.</li> <li><input type="checkbox"/> Initiates and directs staff conferences to discuss medical problems for infectious control purposes.</li> <li><input type="checkbox"/> Performs emergency medical interventions and procedures within the scope of practice of Infectious Disease.</li> <li><input type="checkbox"/> Administers emergency medical treatment to patients and serve as a consultant to junior doctors.</li> <li><input type="checkbox"/> Oversees and manages the HIV and Aids Coordinating Unit at the Authority inclusive of Secondary and Primary Care.</li> <li><input type="checkbox"/> Conducts training programmes with clinical, nursing and other employees, in the appropriate practices and policies of infection diseases.</li> <li><input type="checkbox"/> Collaborates with HIV/AIDS Coordinating Unit (HACU) in the development and roll out of national initiatives and objectives.</li> <li><input type="checkbox"/> Participates in infectious diseases Committees and infection prevention related duties as requested.</li> <li><input type="checkbox"/> Performs any other 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 Infectious Diseases.</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> </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 Infectious Diseases or equivalent specialist degree as recognized by the Medical Board of Trinidad and Tobago</li> <li><input type="checkbox"/> A minimum of seven (7) years' working experience in the field of Infectious Diseases.</li> <li><input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and Specialist Registration Infectious Diseases.</li> </ul>  |   |   |

**9. SUPERVISORY RESPONSIBILITIES**

- Registrar
- House Officer
- HIV and Aids Coordinating 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