



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> SPECIALIST MEDICAL OFFICER (HAEMATOLOGY)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> HAEMATOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Specialist Medical Officer will report to the Head of Department (Haematology).		<b>5. NATURE &amp; SCOPE</b> 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.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Specialist Medical Officer (Haematology):		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Plans, organizes and direct all activities for the Haematology Ward.</li> <li><input type="checkbox"/> Performs specialist medical work at the Sangre Grande Hospital.</li> <li><input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes.</li> <li><input type="checkbox"/> Initiates and directs staff conferences to discuss medical problems for instructional purposes.</li> <li><input type="checkbox"/> Directs and supervises the work of lower medical officers.</li> <li><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.</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 Internal Medicine and Haematology.</li> <li><input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Haematology unit of the Hospital.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Haematology field of specialization.</li> <li><input type="checkbox"/> Ability to organize and supervise the work of lower level 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 supplemented by the possession of a specialist training in the field of Haematology.</li> <li><input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field.</li> <li><input type="checkbox"/> A minimum of seven (7) years' working experience in the field of Haematology.</li> </ul>		
<b>9. SUPERVISORY RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Registrar</li> <li><input type="checkbox"/> House Officer</li> <li><input type="checkbox"/> Medical Interns</li> <li><input type="checkbox"/> Medical Student</li> </ul>		
<b>10. COMMUNICATION AND WORKING RELATIONSHIP</b>		
<i>Internal:</i>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Director</li> <li><input type="checkbox"/> Head of Department</li> <li><input type="checkbox"/> Manager-Hospital Administration</li> <li><input type="checkbox"/> Medical and Nursing personnel</li> <li><input type="checkbox"/> Other Heads of Department</li> </ul>		

***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