



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> REGISTRAR (OBSTETRICS AND GYNAECOLOGY)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> CLINICAL SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Registrar (Obstetrics and Gynaecology) will report to the designated Specialist Medical Officer (Obstetrics and Gynaecology) in his/her area of assignment.	<b>5. NATURE &amp; SCOPE</b> The Registrar (Obstetrics and Gynaecology) is responsible for diagnosing and administering general medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing surgery or assisting in major operations and this employee may work in a specialized area of medicine. Work may also include the supervision of lower-level House Officers and duties are performed with considerable independence and reviewed by a professional superior through observations, consultations and analysis of findings and reports.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Registrar (Obstetrics and Gynaecology): <ul style="list-style-type: none"> <li><input type="checkbox"/> Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled.</li> <li><input type="checkbox"/> Performs regular clinical rounds with the house officer to assess patients' day to day management and care.</li> <li><input type="checkbox"/> Collaborates and communicates with surgical staff to ensure the best practices in the management of patients under care.</li> <li><input type="checkbox"/> Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time.</li> <li><input type="checkbox"/> Recommends intelligent and cost-effective use of the surgical services and such contributions to diagnose and manage inherent reliability.</li> <li><input type="checkbox"/> Ensures that surgical forms are adequately annotated to assist such staff in providing optimal services.</li> <li><input type="checkbox"/> Prepares reports and relevant documentation when required.</li> <li><input type="checkbox"/> Ensures that all patients are treated in accordance with the Patient Charter Standards.</li> <li><input type="checkbox"/> Ensures that all case discharge summaries are promptly written by the House Officer or Medical Intern, and are accurate, relevant and concise, and must be countersigned.</li> <li><input type="checkbox"/> Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance.</li> <li><input type="checkbox"/> Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required.</li> <li><input type="checkbox"/> Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants.</li> <li><input type="checkbox"/> Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care.</li> <li><input type="checkbox"/> Adheres to the professional code of conduct, Medico-legal principles and human resources policies and procedures of the Authority.</li> <li><input type="checkbox"/> Participates in teaching clinics, rounds and lectures.</li> <li><input type="checkbox"/> Performs 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"/> Knowledge of Public Health Ordinances and of medical jurisprudence.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of preventative medicine.</li> <li><input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.</li> <li><input type="checkbox"/> Ability to supervise and aid in the development of junior medical staff.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.</li> <li><input type="checkbox"/> Ability to gain the co-operation and confidence of patients and to establish and maintain effective working relationships with other employees and the public.</li> </ul>		

#### 8. MINIMUM TRAINING AND EXPERIENCE

- Post graduate qualifications in the field of Obstetrics and Gynaecology.
- Training as evidenced by the possession of a Bachelor of Science and Bachelor of Medicine or equivalent from a recognized University.
- Possession of a Specialist Registration in the field of Obstetrics and Gynaecology from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years' experience in the field of Obstetrics and Gynaecology.
- Any equivalent combination of experience and training.

#### 9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Intern
- Head Nurse
- Nurse
- Nursing Assistants
- Clerk
- Patient Care Assistants

#### 10. COMMUNICATION AND WORKING RELATIONSHIP

##### ***Internal:***

- Specialist Medical Officer
- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Nursing Personnel
- Other Heads of Department

##### ***External:***

- Public
- University of the West Indies
- Other Regional Health Authorities
- Private Medical Institutions
- General practitioners in the area