

SCHEDULE

Terms of Reference

PAEDIATRIC CARDIOLOGIST

The Contractor shall report to the Head of Department, Paediatrics and to the Medical Director or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

Minimum Training and Experience

- Registered as Specialist with Medical Board of Trinidad & Tobago (MBTT).
- Recognized post graduate training in Paediatric Cardiology.
- At least 8 years' experience in the field of Paediatrics

Tasks

The contractor shall work as part of the Radiology Team and provide technical expertise during the discharge of the following:

- Provide reporting / interpretation expertise for Echocardiograms and ECGs:
 - Provide at least 20 Echocardiograms and reports per month (or as needed by Pediatric/ neonatal team.
 - Provide In-patient reports with a turn-around time of 24 hours for critical/emergency cases.
 - Provide Out-Patient reports with a maximum turn-around time of one week.
 - Be available to discuss cases with referring consultant, if required via telephone.
 - At minimum hand-written and signed off reports are to be scanned and submitted via email, which will then be transcribed and returned for electronic signature.
- Provide Cardiology expertise with the liaison department Pediatrics.
- Provide weekly four (4) hour clinic sessions to manage conditions including, but not limited to:
 - Congenital Heart disease
 - Arrhythmia;
 - Rheumatic heart disease and other acquired heart diseases.

- Be available for consults for emergencies.
- Be part of a multidisciplinary team in the planning of the management of these patients. This may include consultations with other medical and para-clinical team members.
- Assist in ensuring that the ERHA meets the deliverables for Paediatric Cardiology as per the Annual Services Agreement with the MoH, including the timely review and treatment of these patients.
- Provide telephone and electronic communication / consultation.
- Promote and adhere to the principles of Good Medical Practice.
- Report to the Medical Director in a timely manner of any adverse events.

Deliverables

The Contractor shall further provide:

- Monthly reports of the number of cases performed.
- A six (6)-months' summary of recommendations for future development of this service at the Sangre Hospital.
- Regular audits of the service as well as an annual report. The postgraduate residents can be co-opted to assist in the audit process.
- Recommendations for consumables, equipment and other special requirements as needed on a case by case basis.