



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE REGISTRAR (ACCIDENT AND EMERGENCY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP The Registrar (Accident and Emergency) will report to the designated Head of Department/Specialist Medical Officer (Accident and Emergency).		5. NATURE & SCOPE The Registrar (Accident and Emergency) is responsible for diagnosing and administering emergency medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may include the supervision of House Officers and duties are performed with considerable independence.
6. SPECIFIC ACCOUNTABILITIES The Registrar: <ul style="list-style-type: none"> <input type="checkbox"/> Examines patients, diagnoses, advises and treats patients for the prevention and control of diseases or refer complicated cases for further professional attention. <input type="checkbox"/> Supervises junior staff and assist in building competencies when and where required. <input type="checkbox"/> Performs complicated medical examinations on patients as deemed necessary. <input type="checkbox"/> Assists junior staff in the diagnoses of more complicated patients and make prognoses. <input type="checkbox"/> Conducts patient rounds when required. <input type="checkbox"/> Transcribes and maintains up-to-date case records and make necessary medicals reports. <input type="checkbox"/> Prescribes and executes treatment in more complicated cases in light of examination findings. <input type="checkbox"/> Examines employees and other categories of persons as laid down by policy. <input type="checkbox"/> Assesses, stabilizes and manages patients seeking acute and emergent medical care. <input type="checkbox"/> Supervises floor management and administration of care to various level of acuity of patients. <input type="checkbox"/> Undertakes medico-legal duties as may be reasonably required to him/her with specialist advice if necessary. <input type="checkbox"/> Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Public Health Ordinances and of medical jurisprudence. <input type="checkbox"/> Considerable knowledge of the principles and practices of emergency medicine including the diagnosis and treatment of emergency medical conditions <input type="checkbox"/> Current knowledge of and certification in the provision of advanced life support to adult, pediatric, and trauma patients <input type="checkbox"/> Considerable knowledge of the principles and practices of preventative medicine. <input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services and the Authority's policy and procedures. <input type="checkbox"/> Ability coach and mentor in the development of junior medical staff. <input type="checkbox"/> Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment. <input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public. <input type="checkbox"/> Ability to build patient trust and compliance. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Doctor of Medicine (D.M.) in Emergency Medicine, as recognized by the Medical Board of Trinidad and Tobago or equivalent. <input type="checkbox"/> Training as evidence by the possession of a medical degree from a recognized school of medicine. <input type="checkbox"/> Specialist registration in the field with the Medical Board of Trinidad and Tobago. <input type="checkbox"/> At least five (5) years' experience in the field of Emergency Medicine (Accident and Emergency) <input type="checkbox"/> Registration as a medical practitioner by the Medical Board of Trinidad and Tobago. 		
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> <input type="checkbox"/> House Officer <input type="checkbox"/> Nurse <input type="checkbox"/> Nursing Assistant 		

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Specialist Medical Officer (Accident and Emergency)
- Medical Director
- Clinical Staff
- Nursing Personnel
- Other Heads of Department
- Quality Department

External:

- Public
- University of the West Indies
- Other Regional Health Authorities