



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (ACCIDENT AND EMERGENCY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  ACCIDENT AND EMERGENCY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer (Accident and Emergency) will report to the Head of Department, Accident and Emergency and the Medical Director.	<b>5. NATURE &amp; SCOPE</b>  The Specialist Medical Officer (Accident and Emergency) is responsible for administering medical treatment to patients in field Emergency Medicine. Work involves serving as consultant to lower-level Medical Officers to treat patients, 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>  The Specialist Medical Officer (Accident and Emergency):		
<ul style="list-style-type: none"> <li>❑ Plans, organizes and coordinates all Emergency Medicine activities at the Sangre Grande Hospital and other departments within the established practices of the Authority for the best interest of patients.</li> <li>❑ Collaborates with the Medical Director and Head of Department daily to ensure that clinical operations are effectively organized, monitored and controlled within the Accident and Emergency Department.</li> <li>❑ Establishes work schedules and ensures efficient and adequate medical coverage including mandatory on-site coverage.</li> <li>❑ Directs and supervises the work of medical officers; coaches and mentors junior staff and takes action in areas for development where necessary.</li> <li>❑ Conducts clinical audits within the Department.</li> <li>❑ Ensures continuing professional development and medical education activities to clinical staff members within the Accident and Emergency Unit.</li> <li>❑ Ensures the quality and appropriate delivery of medical services within the Accident and Emergency Unit and advise the Medical Director or Head of Department on service delivery and Infection Prevention.</li> <li>❑ Leads and participates training programmes including BLS, ACLS, CTAS.</li> <li>❑ Initiates and directs staff conferences to discuss medical problems for instructional purposes.</li> <li>❑ Teaches junior staff including postgraduate staff in emergency medicine and medical students.</li> <li>❑ Monitor the performance of the department and ensures RHA's and MOH KPI's are met.</li> <li>❑ Administers remedial 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>❑ Works along with Special Primary Care Physician II-Emergency Medicine, County Medical Officers of Health and Registrars within the community to ensure high level quality emergency care is provided at the primary care level.</li> <li>❑ Reviews, amends and updates departmental protocols, policies and guidelines for approval and implementation in keeping with accreditation standards.</li> <li>❑ Serves as a link between Accident and Emergency Unit and other units; and the education and research facets in the process of interpreting and implementing policies, programmes and activities.</li> <li>❑ Participates in mortality and morbidity reviews, peer reviews and research ensuring the best clinical practice is being delivered.</li> <li>❑ Perform 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>❑ Extensive up to date evidence-based knowledge of the principles, practices, techniques and modern developments in a particular field of Emergency Medicine.</li> <li>❑ Knowledge of the administrative practices and procedures, rules, policies and standards related to the particular unit of the Hospital.</li> <li>❑ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the particular field of specialization.</li> <li>❑ Ability to organize and supervise the work of lower-level medical officers, and to guide and advise them on medical matters.</li> </ul>		

- Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.

#### **8. MINIMUM TRAINING AND EXPERIENCE**

- Specialist Qualification in Emergency Medicine e.g. Doctor of Medicine in Emergency Medicine or equivalent.
- Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in Emergency Medicine.
- A minimum of seven (7) years' experience in the field of Emergency Medicine.

#### **9. SUPERVISORY RESPONSIBILITIES**

- Registrar
- House Officer
- Medical Interns
- Emergency Medical Technician
- Nursing Personnel

#### **10. COMMUNICATION AND WORKING RELATIONSHIP**

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

- Medical Director
- Medical, Nursing and Para Clinical personnel
- County Medical Officer of Health
- Specialist Primary Care Physician II-Emergency Medicine
- 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